



Accommodations Testing Form

This form should be completed and turned in **for each test** scheduled with the Accommodations Coordinator.
PLEASE PRINT ALL INFORMATION:

THE STUDENT SHOULD COMPLETE THIS SECTION

Student Name: Student ID #:

Course: Class # Section:

Instructor (first initial and last name):

I understand that only by submitting this form to the Accommodations Coordinator a **minimum of 3 days** before the test date listed below will I guarantee myself the accommodations specified on the Student Accommodations Contract signed by me and on file in the Disability Services office. I further understand **my failure to appear for testing within 15 minutes of the test time listed will result in forfeiture of my scheduled testing time** and the return of the test to the instructor.

Student's Signature: Date:

THE INSTRUCTOR SHOULD COMPLETE THIS SECTION: The Accommodations Coordinator will give the student the test at the scheduled time when possible. On occasion, the test may have to be given at a time other than the one listed on this sheet.

Date test *SHOULD* be administered to student: Time:

Special instructions (e.g. open book, calculator or notes allowed, etc.):

How would you like to receive the exam back: via email STCC portal interoffice mail pickup

Instructor's Signature: Date:

THE ACCOMMODATIONS COORDINATOR SHOULD COMPLETE THIS SECTION:

Test received by Acc. Coordinator: Date: Time: Initials:

Test administered: Date: Time Started: Time Ended:

Monitor's Initials:

Test returned to department: Date: Time:

Testing Accommodations: Office Use Only

Ext. Time () Test Read Aloud Other _____
 Distraction Reduce Scantron Computer Use only

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title: Compliance Office

Address: 3820 Senator J. Bennett Johnston Ave, Lake Charles, LA 70616

Telephone No: 337-421-6565 or 800-256-0483

Email: complianceofficer@sowela.edu