



**Testing Accommodation Request Form**

Disability Services, Berry Library and Learning Commons, Room G020  
Phone 978.542.6217, TTY 978.542.7146, Video Phone 978.910.0167, Fax 978.542.2064

Students must return form to Disability Services  
two working days prior for tests and quizzes and two weeks prior for final exams.  
Walk-in exams will be evaluated on a case-by-case basis due to the volume of exams.

Note: It is the student's responsibility to see that this form is filled out completely.  
**A COPY OF THIS FORM IS PROVIDED TO YOUR INSTRUCTOR WITH COMPLETED EXAM.**

All exams will be proctored

**I TO BE COMPLETED BY STUDENT**

Name: \_\_\_\_\_  
Course: \_\_\_\_\_

Date of Test: \_\_\_\_\_  
Professor's Name: \_\_\_\_\_

**II TO BE COMPLETED BY THE INSTRUCTOR**

Time allotted to CLASS for exam \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ : \_\_\_\_\_ Date of Test \_\_\_\_\_

Materials allowed on exam (INITIAL BY INSTRUCTOR):

\_\_\_\_\_ Calculator \_\_\_\_\_ Textbook \_\_\_\_\_ Notes \_\_\_\_\_ Computer \_\_\_\_\_ Other \_\_\_\_\_

**Additional Instructions: (IF YOU ARE WILLING TO BE CONTACTED DURING EXAM, PLEASE PROVIDE THE BEST METHOD TO REACH YOU)**

**Delivery of exams (choose one)**

- \_\_\_\_\_ Student will pick up the test from your office and deliver to Disability Services
- \_\_\_\_\_ Delivered to Disability Services at least 24 hours prior to exam
- \_\_\_\_\_ Exam e-mailed to [disability-services@salemstate.edu](mailto:disability-services@salemstate.edu)

**Return of exams (choose one)**

- \_\_\_\_\_ Hand delivered to you in a sealed envelope by student
- \_\_\_\_\_ Delivered to your secretary in a sealed envelope by student
- \_\_\_\_\_ Left at Disability Services to be picked up by the instructor
- \_\_\_\_\_ Scanned and e-mailed to instructor's Salem State email address

Faculty Signature

Date

Extension or E-mail

**III TO BE COMPLETED BY Disability Services STAFF**

Time Exam Begins \_\_\_\_\_ Time Exam Ends \_\_\_\_\_ Date taken in DS \_\_\_\_\_ Staff Initials \_\_\_\_\_