**DISABILITY SERVICES TEST MODIFICATION FORM**

**PLEASE SEE THE REVERSE FOR INSTRUCTIONS, DEADLINES AND POLICIES**

Complete the test modification form in full. Incomplete forms will be returned to the student.

Student name: ________________________________
Student phone#: ________________________________ Student ID#: ________________________________
Subject & Course Number ___________________________ Instructor: ________________________________

I authorize Disability Services to administer the exam(s) based on the above instructions.

Instructor's Signature: ___________________________ Date: __________________
Instructor's Phone: ___________________________ E-Mail: ____________________

**Up to five exams and/or quizzes, for the same student in the same class, may be scheduled on each form:**

<table>
<thead>
<tr>
<th>Date of Exam</th>
<th>Time of Exam</th>
<th>Time Allotted in Class</th>
<th>DSS Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.___________</td>
<td>_____________</td>
<td>________________________</td>
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<tr>
<td>2.___________</td>
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<td>4.___________</td>
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<tr>
<td>5.___________</td>
<td>_____________</td>
<td>________________________</td>
<td>_____________</td>
</tr>
</tbody>
</table>

**MC Campus Only: Instructor will leave the exam in the AD Reception desk on the East COT Campus**

**BC Campus Only: Instructor will leave the exam with Patty Skinner, BC Operations**

**Exam Delivery (check one)**
- [ ] Instructor will deliver exam to Disability Services
- [ ] Student will deliver exam to Disability Services
- [ ] Instructor will fax exam to 243-5330
- [ ] Instructor will E-Mail exam to dss@umontana.edu

**Exam Return (check one)**
- [ ] DSS will return exam to__________________
- [ ] Instructor will pick up exam at EL 156.
- [ ] Student will carry exam to the Instructor (in a sealed envelope)
- [ ] MC Campus Only: DSS will deliver to the Instructor or to the Instructor's mailbox on the East COT Campus or to the ASC
- [ ] BC Campus Only: BC Operations will deliver exam to Instructor's BC mailbox

**Test Modifications- check all that apply:**

- [ ] 1.5 Extended Time
- [ ] Reader
- [ ] Sign Language Interpreter
- [ ] 2.0 Extended Time
- [ ] Scribe
- [ ] Proof Reader
- [ ] Private Room
- [ ] Other ___________________________

Computer with:
- [ ] MS Office Software
- [ ] JAWS (Screen Reader)
- [ ] Magic (Screen Magnification)
- [ ] WYNN (reading/writing software)
- [ ] Dragon Naturally Speaking (voice recognition)

Other Assistive Technology: (Please Specify) ____________________________________________

Other Modifications: (Please Specify) ____________________________________________________

Additional Directions: ___________________________________________________________________

______________________________________________________________________________________

I authorize Disability Services to administer the exam(s) based on the above instructions.

Instructor’s Signature: ___________________________ Date: __________________
Instructor’s Phone: ___________________________ E-Mail: ____________________

Updated August 2010
Test Scheduling
Students are responsible for scheduling their exams with Disability Services by submitting the completed Test Modification Form to Disability Services **AT LEAST ONE WEEK IN ADVANCE**, for all tests. Up to five exams, for the same student in the same class, can be scheduled on each modification sheet.

For Missoula College, students should make arrangements in the Academic Support Center (ASC), 243-7826
For Bitterroot College, students should make arrangements with Patty Skinner, BC Operations, 375-0100

**Disability Services adheres strictly to the instructor’s testing directions. Changes to a test modification must be approved, in writing, by the instructor, even when the modification is as simple as a time change.**

Test Administration:
Students should arrive a few minutes early and be prepared to start their exam at the identified time. Additional study time is not allowed, nor is additional time added for students arriving late, or for students who do not finish within the allotted time-frame.
Food, drinks, cell phones, MP3 players and other electronic devices not needed for the exam are not allowed in the testing rooms.

Late Policy
If a student is up to 15 minutes late for a scheduled exam, Disability Services will subtract the time missed from the total time allowed for the exam. **If a student is more than 15 minutes late, Disability Services will determine that the student is a “no show” and the test will be returned to the instructor.** The student will need to work with the instructor to complete a new test modification form to reschedule the test.

For Faculty:
Federal and State civil rights laws and University policy require that reasonable modifications must be provided to otherwise qualified students with disabilities. Reasonable modifications assure equal access to University courses and do not interfere with academic standards or freedoms.

For the convenience of instructors, Disability Services offers a test modification service. Instructors may choose to provide modifications independently or through Disability Services.

Instructors may ask students for verification of the right to reasonable modifications. Disability Services provides a letter of verification to students for this purpose. Exactly which modifications will be provided are a matter of negotiation between instructors and students with Disability Services serving as a resource for both parties.

The office of the Test Coordinator is Lommasson 156. More information on Disability Services may be found at [http://www.umt.edu/disability](http://www.umt.edu/disability), or by calling 243-2616, or emailing DSS@umontana.edu

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**Academic Honesty**
Any student observed using any unauthorized materials or resources during an exam will be reported to the instructor. DSS has the right to stop an exam at any time if academic dishonesty is witnessed. Academic misconduct is subject to an academic penalty by the instructor and/or a disciplinary sanction by The University of Montana. The Student Conduct Code can be viewed at the following address: [http://life.umt.edu/vpsa/student_conduct.php](http://life.umt.edu/vpsa/student_conduct.php)