** Test Accommodation Form**

# **STUDENT SECTION**

|  |  |
| --- | --- |
| Student Name: |  |
| Student Phone #: |  |
| Student Email: |  |
| UM-Student ID #: |  |
| Subject & Course #: |  |
| Instructor Name: |  |

* Changes to exam administration and form must be authorized by instructor.
* Exams must be scheduled **five (5)** business days in advance.
* Form must be completely filled out and signed by instructor to schedule exam.

| Date student will take exam at Test Center: | Time student will start exam at Test Center: |
| --- | --- |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

# **INSTRUCTOR SECTION**

| Time allowed in class (e.g. 50min, 80min): |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

### **Test Accommodations** – Check your approved accommodations:

[ ] 1.5 Extended Time [ ] 2.0 Extended Time

[ ] Proof Reader [ ] Sign Language Interpreter

[ ] Reader [ ] Scribe

[ ] Other:

**Computer with:**

[ ] Dragon Naturally Speaking (Speech to Text software)

[ ] JAWS (Screen Reading)

[ ] Magic (Screen Magnification)

[ ] Microsoft Office Software

[ ] Read & Write Gold (Text to Speech Software)

### **Additional Directions** (any materials allowed during exam)**:**

### **Exam Delivery:**

[ ]  Instructor will E-mail exam to ode.testing@mso.umt.edu

[ ]  Moodle – E-mail password to ode.testing@mso.umt.edu

[ ]  Instructor will deliver exam to Aber Hall 1st floor, Rm 116

[ ] Student will deliver exam to Aber Hall 1st floor, Rm 116

### **Exam Return:**

[ ]  Scan & Email

[ ]  ODE will return to BLDG: ROOM: \_\_\_\_\_

[ ]  Instructor will pick up exam at Aber Hall 1st floor, Rm 116

[ ]  Student will return in a sealed envelope

[ ]  Moodle

[ ] Missoula College Campus

**I, the instructor, authorize ODE to administer the exam(s) based on the above instructions.**

Instructor’s Signature: Date:

Instructor’s Phone: E-Mail:

Steps for students to schedule exams with Office for Disability Equity Testing Center

1. Contact the instructor with a letter of verification.
2. Ask the instructor to complete the INSTRUCTOR SECTION on the Test Accommodation form.
3. Submit the form to the Office for Disability Equity to **schedule exams at least 5 business days in advance**.

Policies

 **Instructor's Exam Instructions**: The Office for Disability Equity adheres strictly to the instructor's testing instructions. Changes to test accommodations must be approved in writing by the instructor, even when the accommodation is as simple as a time change.

**Student's Late Arrival:** If a student is up to 15 minutes late for a scheduled exam, the Office for Disability Equity Testing Center will subtract the time missed from the total time allowed for the exam. If a student is more than 15 minutes late, the Testing Center will determine that the student is a “No Show” and the test will be returned to the instructor. The student will need to obtain the instructor’s written permission to reschedule the test.

**Academic Dishonesty:** Any student observed using any unauthorized materials or resource during an exam will be reported to the instructor. The Office for Disability Equity 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 by the Student Conduct Code.