LEARNING CENTER/DISABILITY SERVICES TESTING MODIFICATION FORM

PLEASE SEE THE REVERSE FOR INSTRUCTIONS, DEADLINES AND POLICIES

Student name: ____________________________________________
Student phone#: ____________________________ Student ID#: ____________________________
Subject & Course Number ____________________________ Instructor: ____________________________

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

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

Date of Exam in Class Time of Exam Time Allocated in Class Learning Center Use Only
1. ________________ ________________ ________________
2. ________________ ________________ ________________
3. ________________ ________________ ________________
4. ________________ ________________ ________________
5. ________________ ________________ ________________

** Changes to exam administration must be authorized by instructor**

Exam Delivery (Instructor, check one) Exam Return (Instructor, check one)
___ Instructor will deliver exam to the Learning Center ___ Learning Center will return exam to ____________
___ Student will deliver exam to the Learning Center ___ Instructor will pick up exam at the Learning Center, RL022.
___ Instructor will e-mail exam to the Learning Center coordinator ___ Student will carry exam to the Instructor

Test Modifications- check all that apply:
___ 1.5 Extended Time ___ Reader ___ Sign Language Interpreter
___ 2.0 Extended Time ___ Scribe ___ Proof Reader
___ Other ______________________

Computer with:
___ MS Office Software ___ JAWS (Screen Reader) ___ Magic (Screen Magnification)
___ Read and Write Gold ___ Dragon Naturally Speaking (voice recognition)

Other Assistive Technology: (Please specify) ________________________________________________
Other Modifications: (Please specify) _________________________________________________________

Additional Directions: _________________________________________________________________

___________________________________________________________________________________
___________________________________________________________________________________

I authorize the Learning Center for Disability Services to administer the exam(s) based on the above instructions.
Instructor’s Signature: ____________________________ Date: ____________________________
Instructor’s Phone: ____________________________ E-Mail: ____________________________

For more information contact the Learning Center at 243-7826 or betsy.cincoski@mso.umt.edu or Disability Services for Students at 243-2243.
This form is used when the instructor authorizes the Learning Center at the Missoula College UM for Disability Services for Students to administer exams with modifications.

**Test Scheduling**

**Students are responsible for scheduling their exams with the Learning Center by submitting the completed Test Modification Form to the Learning Center at least 2 working days in advance, for all tests.** When requesting a reader, proofreader or scribe, **one week notice is required.** Up to five exams, for the same student in the same class, can be scheduled on each modification form. **For Disability Services at the Mountain Campus, at least one week notice is required.**

The Learning Center 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. Should a student miss a test, it is the student’s responsibility to make another appointment and have another Testing Modification Form completed and signed by the instructor. **Instructors should indicate whether or not the student is able to share the quiet testing room with another student.**

**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. **Students must present valid photo identification at the time of the test.**

Food, drinks, cell phones, MP3 players and other electronic devices not needed for the exam are not allowed.

**Late Policy**

If a student is more than 15 minutes late, the Learning Center 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 in collaboration with the Learning Center, offers test modification services. Instructors may choose to provide modifications independently or through Disability Services/Learning Center. If a resource such as the quiet room is not available as requested, students will contact instructors to make alternative arrangements.

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 disabilities, and Disability Services serves as a resource for both parties.

Testing on the Missoula College UM campus is coordinated through the Learning Center, 243-7826. More information on Disability Services may be found at [http://www.umt.edu/disability](http://www.umt.edu/disability), or by calling 243-2243, 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. The Learning Center 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://www.umt.edu/vpesa/Dean%20of%20Students/default.php](http://www.umt.edu/vpesa/Dean%20of%20Students/default.php)