**Missoula College**

 **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 two (2) working days in advance.
* Form must be completely filled out and signed by instructor to schedule exam

| Date of exam in class: | Date student will take exam at MC LC: | Time student will start exam at MC LC: |
| --- | --- | --- |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |

# **INSTRUCTOR SECTION**

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

### Test Accommodations: – (From your verification letter)

[ ] 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 (Text to Speech Software)

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

### Exam Delivery:

[ ] Instructor will deliver exam to Learning Center, MC022

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

[ ] Online – E-mail details to MCLearningCenter@mso.umt.edu

[ ] Student will deliver exam to Learning Center, MC022

### Exam Return:

[ ] Learning Center will return to Room:

[ ] Instructor will pick up exam at MC LC 022

[ ] Student will return in a sealed envelope

[ ] Online (Moodle, MyLabs Plus, other)

[ ] Scan & Email

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

Instructor’s Signature: Date:

Instructor’ Phone: E-Mail:

This form is used when the instructor authorizes the Learning Center at the Missoula College UM for the Office for Disability Equity (ODE) to administer exams with accommodations.

Learning Center can be reached at 406-243-7826. More information about ODE can be found on the web at umt.edu/disability or by calling 406-243-2243 or by emailing ODE Testing Center at ode.testing@mso.umt.edu.

### Test Scheduling

Students are responsible for scheduling their exams with the Learning Center by submitting the completed Test Accommodation Form to the Learning Center **at least two (2) working days in advance** for all tests. One week's notice is required when requesting a reader, proofreader, or scribe**.** Up to five exams for the same student in the same class can be scheduled on each modification form. **For the Office for Disability Equity Testing Center at the Mountain Campus, at least five (5) business day notice is required.**

The Learning Center adheres strictly to the instructor’s testing directions. The instructor must approve changes to a test accommodation in writing, even when the accommodation is as simple as a time change. Should a student miss a test, the student must make another appointment and have another Test Accommodation Form completed and signed by the instructor.

### 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, music 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 accommodation form to reschedule the test.

### For Faculty

Federal and State civil rights laws and University policy require that reasonable accommodation must be provided to students with disabilities. Reasonable accommodations assure equal access to university courses and do not interfere with academic standards or freedoms.

For the convenience of instructors, ODE, in collaboration with the Learning Center, offers test accommodation services. Instructors may choose to provide accommodations independently or through ODE/Learning Center.

Students will contact instructors to make alternative arrangements if Learning Center does not have a resource that the student is requesting.

Instructors should ask students for verification of the right to reasonable accommodations. ODE provides a letter of verification to students for this purpose. Exactly which accommodations will be provided can be determined by instructors and students. ODE serves as a resource for students, instructors, and academic units.

### 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 or a disciplinary sanction by the University of Montana. The Student Conduct Code can be viewed on the web at umt.edu/campus-life/community-standards