

# Missoula College Learning Center Test Modification Form

## STUDENT SECTION

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

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.

Test Modifications – Check your approved modifications:

- 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 (any materials allowed during exam):

\_\_\_\_\_

\_\_\_\_\_

- 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

## INSTRUCTOR SECTION

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

Exam Delivery:

- Instructor will deliver exam to Learning Center, MC022  
 Instructor will E-mail exam to [betsy.cincoski@mso.umt.edu](mailto:betsy.cincoski@mso.umt.edu)  
 Online – E-mail details to [betsy.cincoski@mso.umt.edu](mailto:betsy.cincoski@mso.umt.edu)  
 Student will deliver exam to Learning Center, MC022

Exam Return:

- MC LC will return to BLDG: \_\_\_\_\_ ROOM: \_\_\_\_\_  
 Instructor will pick up exam at Learning Center, MC 022  
 Student will return in a sealed envelope  
 Online (Moodle, MyLabsPlus, 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 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's 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>, or by calling 243-2243, or emailing [DSS@umontana.edu](mailto:DSS@umontana.edu)

### **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://life.umt.edu/vpsa/student\\_conduct.php](http://life.umt.edu/vpsa/student_conduct.php)