# Alternative Testing Request Form

## Step 1 - Student Section

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
<td>Instructor:</td>
<td></td>
</tr>
</tbody>
</table>

Check testing accommodations needed:
- [ ] Extended Time
- [ ] Word Processor
- [ ] Screen-Reader
- [ ] Voice Recognition

Regular Test Date: Time:

## Step 2 - Instructor Section

Regular Test Date: Time:

**Students should take tests at the regularly scheduled time unless extended time would create a class conflict.**

Alternative Test Date: Time Start: End:

*If an end time is not indicated, it will be assumed that the student may have unlimited time.*  
*Extended time is either time and a half or double time; see faculty letter for individual specifics.*

### Proctoring Instructions

- [ ] Open Book
- [ ] Open Notes
- [ ] Calculator
- [ ] Student Lab Server

Other/specifcics:

### Questions during the exam

- [ ] Call cell phone #
- [ ] Call office phone #
- [ ] Email
- [ ] Have student write note on test
- [ ] I do not answer any questions during exams

### Test Delivery to DS/ARC

- [ ] Student deliver
- [ ] Professor deliver
- [ ] Fax to 943-3409
- [ ] email to bjornstad@western.edu

### Test Return to Professor

- [ ] Student returns
- [ ] Professor picks up
- [ ] DS/ARC returns
- [ ] email to professor

Instructor Signature Date:

## Step 3 - Return to Academic Resource Center

*Return completed form to the ARC at least one week prior to your scheduled exam to ensure proctoring availability and a seat in the testing room.*

Students are responsible for turning in this completed form- do not leave in your instructor’s mailbox.

<table>
<thead>
<tr>
<th>DS Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Test Date</td>
</tr>
<tr>
<td>--------------------</td>
</tr>
<tr>
<td>Completed Test Returned to:</td>
</tr>
</tbody>
</table>

| Signature | Date |