

STUDENTS WITH DISABILITIES OFFICE TESTING ACCOMMODATION REFERRAL

*****SAMPLE COPY*****

Name: _____ E-ID Number _____

Telephone (Local): _____ (Cell): _____ E-Mail: _____@emich.edu

SWDO RESPONSIBILITIES COMPLETE AND SIGN ONE FORM FOR EACH CLASS. NOTIFY CATE, HLC, ETC.

Testing location: CATE Lab _____ Holman Learning Center (HLC) _____ Other _____
 120 Porter G-04 Halle Library _____
 734-487-1419 734-487-2133 _____
coe_catelab@emich.edu jmack@emich.edu

Approved testing accommodations: Quiet Location _____ Reader (Human | Computer) Scribe (Human | Computer)
Circle one if needed *Circle one if needed*

Extended Time on Exam (1.5 | 2) Other _____
Circle one

Referrals/Purpose: CATE/ _____ Holman/ _____ Snow Health/ _____ Psychology/ _____

Other: _____

Referred by: _____ Date _____

STUDENT RESPONSIBILITIES

- **Have your professors Complete this form before you deliver it to the testing site 7 days prior to your first exam. THE FORM MUST INCLUDE THE DATES OF ALL EXAMS FOR THE SEMESTER**
- Complete all exams as scheduled. If you miss an exam you will need written permission from your instructor to reschedule.
- Provide a test aids such as blue books, Scantron sheets, pencils, calculators etc. (By you or your professor)
- Cell phones, purses, backpacks, etc. are not allowed in testing rooms.
- Test readers and/or proctors may not define terms, rephrase or explain exam questions.
- Do not leave the test site without the prior consent of the proctor or test reader/writer. Violators will be reported.
- Ask your professor to complete the form below with the date and time of each exam. Then deliver it to CATE or Holman LC.
- Use a separate form for each course.

INSTRUCTOR RESPONSIBILITIES

PLEASE MAKE A COPY FOR YOUR RECORDS

- Direct student to contact HLC or the CATE Lab at least seven (7) days in advance for any type of testing accommodations.
- Arrange for tests to be delivered to testing site within seven (7) business days of when the test is scheduled.
- Send exams to the CATE Lab at least (2) business days before the exam time if they need to be read by the computer.
- Send the test as an email attachment or via electronic disk.
- Provide written instructions for test administration including where and how you want the test returned.
- Initial the exams/tests dates listed below to verify accuracy. Instruct the student to deliver to CATE or Holman immediately.

Your name (instructor's) _____ **Course Name and No.** _____ **Dept:** _____

Instructor's telephone No. _____ **E-mail** _____

Exam and quiz dates	Time starts/ends	Instructor's initials	Exam and quiz dates	Time starts/ends	Instructor's initials
1.			3.		
2.			4.		

No forms accepted at CATE and Holman later than 2 weeks preceding final exams.