



# TEST RESERVATION FORM

PLEASE RETURN AT LEAST 3 BUSINESS DAYS BEFORE TEST DATE

### STUDENT SECTION

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Student ID: @ \_\_\_\_\_

Please check academic adjustment(s) approved/needed for this test: (check all that apply)

<input type="checkbox"/> Extended time (time and a half)	<input type="checkbox"/> Screen enlargement (Magnification/ZoomText)
<input type="checkbox"/> Extended time (double time)	<input type="checkbox"/> Enlarged print
<input type="checkbox"/> Test reader (Read & Write Gold Software)	<input type="checkbox"/> Computer for typing
<input type="checkbox"/> Calculator (basic/scientific/graphing)	<input type="checkbox"/> Voice Recognition Software (Dragon)
<input type="checkbox"/> Scribe	<input type="checkbox"/> Other: _____

### INSTRUCTOR SECTION

Instructor's Name: \_\_\_\_\_ Course Title: \_\_\_\_\_

Date of Test: \_\_\_\_\_ Start Time of Test: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ In-Class Time Allotted for Test: \_\_\_\_\_ minutes

**ITEMS ALLOWED FOR TEST...**

Scantron?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scrap Paper Allowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Calculator Allowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Basic / Scientific / Graphing)
Formula Sheet Allowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
***Provided by?	<input type="checkbox"/> Student <input type="checkbox"/> Instructor
Computer Use Allowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dictionary Allowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Book /Notes Allowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**TEST DROP OFF ARRANGEMENTS** (choose one)

E-mail the test to [testingcenter@niagaracc.suny.edu](mailto:testingcenter@niagaracc.suny.edu)

Instructor will deliver the test to B-102 (Testing Center)

**TEST PICK UP ARRANGEMENTS** (choose one)

Instructor will pick up the test from B-102 (Testing Center)

Scan and e-mail the completed test back to the professor

### FOR OFFICE USE ONLY

Date Reservation Form Completed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Staff \_\_\_\_\_

Date Test/Exam Received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Staff \_\_\_\_\_

Date Test Picked Up/Scanned to Instructor: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Staff \_\_\_\_\_

Faculty Signature X \_\_\_\_\_

Start Time: \_\_\_\_\_ Time Allowed: \_\_\_\_\_ End Time: \_\_\_\_\_ Actual End Time: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Staff \_\_\_\_\_

**TEST ISSUES**

**Bathroom Break:**

Time Left: \_\_\_\_\_ Time Returned: \_\_\_\_\_

**Test Irregularities (i.e. questions numbered oddly): (Please Explain)**

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**Academic Misconduct: (Please Explain and Attach Any Pertinent Documentation)**

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**TEST ACCOMMODATION PROCEDURES**

**Step 1:** Student is responsible for contacting the instructor **one week prior** to a scheduled test to discuss testing academic adjustments and how the instructor would specifically like the test handled. At this time the *blue* Test Reservation Form (*this form*) should be completed by both the professor and the student.

**Step 2:** The student will inform the Testing Center (B-102) **at least 3 business days** prior to the test date by handing in the completed blue Test Reservation Form.

**Step 3:** The professor will e-mail or drop off the test **at least 3 business days** prior to the test date. (Please do not send tests via interoffice mail)

**Step 4:** Student will arrive promptly to take test at the designated testing are at the time prearranged with the instructor. Students may only test at the prearranged time; tardiness will not be tolerated.

**Remember... it is your responsibility as a student to contact your instructors before the test to make these arrangements and to schedule a test time that allows you adequate time for your granted academic adjustment(s).**

By signing the test reservation form, the student confirms the start and the end times of the exam and confirms he/she has read and understands the rules and regulations of the Testing Center and agrees to follow them.