Testing Accommodations Request Form

Student Name (Please print): _____

Course Number & Name (Please print): _____

Exam Date	Exam Duration (In Minutes)	Approved Exam Resources (Calculators, scratch paper, etc.)	Instructor/Proctor (contact for Testing Center to get a hold of you) Name/Phone #/Email	Online Exams (Yes/No)	Exam Return -Deliver to department office -Instructor pick up from testing center

Testing Center is open Monday-Friday, 8 AM -12 PM, and 1 PM- 5 PM. If the student needs an alternate date/time, it must be taken within that time frame and has to have instructor permission.

*Instructor will do either of the following: **48 hours in advance of scheduled exam time** send copy electronically, drop test/slide show off on a thumb drive or will provide a hard copy to the Testing Center at 001 Trotter Hall. Please contact **Kayla Campbell** 785-532-4247 | kaycampbell@vet.k-state.edu*

*This request form has to be submitted to the CVM Testing Center at least **48 business hours in advance**. If on-line tests, Gina Scott 785-532-6307 | scott@vet.k-state.edu **requires seven working days** for set-up of the online test.*

Once the exam time is scheduled, it will not be changed unless approved from Dean's office, Course Coordinator and Instructor.

Course Coordinator: _____ **Date:** _____

Instructor: _____ **Date**: _____