

Alternative Testing Request Form
Student Completes Top Half
(Instructor may keep top half as a reminder)

Student Name _____ **Phone #** _____

Course _____ **Instructor Name** _____

Test Date _____ **Test Time** _____

Student: *Check only accommodations approved through DAS.*

- _____ **1 ½ testing time**
- _____ **Testing Center or other area as pre-arranged**
- _____ **Private Room (if available)**
- _____ **Reader or Taped Test**
- _____ **Use of computer**
- _____ **Other** _____

I agree that it is my responsibility to take the test within the deadline date and time as listed below.

Student Signature _____



Instructor Completes Bottom Half
(Student keeps bottom half for deadline reminder)

Testing and Classroom Requirements

Test Deadline Date _____ Deadline Time _____
Activities / lecture the day of the exam? Yes? No?
When should the student plan on being in class? _____
Other Comments _____
Instructor Signature _____

Instructions for Disability Access Services Testing Accommodations in the Testing Center

Student: Before using this form, you need to:

- 1. Have an active file in Disability Access Services (DAS)**
- 2. Submit a Request for Services to DAS for current term.**

- * Use this form to communicate with your instructor before each quiz or exam (unless your instructor prefers a different method of communication).**
- * Obtain testing deadline date/time and other relevant classroom information for the day of the quiz/exam to ensure you schedule accordingly.**
- * If requesting a private testing room, taped exam or use of a computer, students schedule in advance with the Testing Center.
Contact information:
(763) 488-0246 (Holly O'Donnell) or (763) 424-0857 (Deb Atkins)
holly.odonnell@nhcc.edu or deb.atkins@nhcc.edu**
- * If only using extended time, it is not necessary to make an appointment with the Testing Center in advance.**
- * Look at Testing Center hours on the NHCC web site for testing times.**

***Testing must occur within the instructor's allowed time frame or
as pre-approved by your instructor.***

**If concerns, contact Disability Access Services at
connie.sherman@nhcc.edu, 763-493-0556**

**To receive this information in alternative formats, contact Disability Access Services at
(763) 493-0555 or (763) 488-0410 or (763) 493-0556 (V) or TTY (763) 493-0558.**