

**Alternative Testing Request Form
Disability Access Services
North Hennepin Community College**

Note: Online students will want to electronically communicate with their instructor(s)

Student Name _____

Phone _____

Course _____

Instructor Name _____

Check only Disability Access Services approved accommodations

- _____ **1½ 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 agreed upon with my instructor.

Student Signature _____



**Essential Information for Exam Coordination
Student Retains This Portion for Planning**

TEST DEADLINE DATE AND TIME _____

Classroom lecture or activities on the day of the exam? Yes? No?

If activities or lecture, when should student plan on being in class? _____

Other information _____

Instructor Signature _____

Disability Access Services Alternative Testing North Hennepin Community College

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 approximately 3 – 5 days before each quiz or exam (unless your instructor prefers a different method of communication).**
 - Obtain testing deadline date and time and other relevant classroom information for the day of the quiz or exam to ensure you schedule accordingly.**

Testing must occur within the instructor's pre-approved allowed time frame.

- If requesting a private testing room, taped exam or use of a computer, students schedule in advance with the Testing Center.**

Contact information:

Holly O'Donnell, (763) 488-0246 holly.odonnell@nhcc.edu,

Kidist Worku (763) 424-0727 kidist.worku@nhcc.edu

Deb Atkins (763) 424-0857 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. If you need a different time, speak to the staff.**
- If the Testing Center cannot accommodate you, please make arrangements with the Disability Access Services office.**

If you have concerns:

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

To receive this information in alternative formats contact Disability Access Services (DAS) at (763) 493-0555. Minnesota Relay users may use (800) 627-3529.

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