Student Name: _____________________________  Student Star ID: _____________________________

Contact Phone Number: _____________________________  Course: _____________________________

Purpose: Fill out the top half and give this form to your instructor several days before the date of the exam you are requesting accommodation for. Then remember to make an appointment with the Testing Center.

Please check only accommodations that have been approved by Access Services.

☐ 1.5x Extended Testing Time  ☐ Scribe
☐ 2x Extended Testing Time  ☐ Audio/Screen reader (Use of Natural Reader)
☐ Testing Center  ☐ Other Click here to enter text.
☐ Private Room (if available)
☐ Access Services (schedule with AS)

I agree that it is my responsibility to take the test within the deadline date and time as agreed upon with my instructor.

X

Student Signature

The bottom half is for you (the student) to keep. Ask your instructor these questions and coordinate with Testing Center or Access Services.

Test deadline (time and date): _____________________________

On the day of the exam, will there be classroom lecture or activities? ☐ Yes or ☐ No

If yes, when should student plan to be in class: _____________________________

Any other important information: _____________________________

X

Instructors Signature

North Hennepin Community College is a member of the Minnesota State Colleges, an equal opportunity employer and educator. To receive this in an alternative formats call Access Services at 763-493-0555 (voice) or via the Minnesota Relay Service at 1-800-627-3529.
Additional Information:

- Student: Before using this form, you need to:
  1. Have an active file with Access Services Office
  2. Have submitted a Request for Service to Access Services for the current semester.

- Please use this form to communicate with your instructor before each exam (unless your instructor prefers a different method of communication.)

- Obtain the exam deadline date/time and any relevant classroom information for the day of the exam to ensure you schedule accordingly.

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

- If requesting a private testing room or use of a screen reader, students must schedule in advance with the Testing Center.
  - Contact information:
    - Testing Center: (763) 424-0928 or TestingCetner@nhcc.edu
    - Holly O’Donnell: (763) 488-0246 or HODonnell@nhcc.edu
    - Kidist Worku: (763) 424-0727 or KWorku@nhcc.edu

- If only using extended time, it is not necessary to make an appointment with the Testing Center in advance, if the time falls within regular business hours.
  - Monday/Thursday/Friday 9:00am-4:00pm
  - Tuesday 9:00am-6:30pm
  - Wednesday 2:00pm-6:30pm

- If the Testing Center cannot accommodate you, please make arrangements with Access Services
  - Jessica Neumann (763) 424-0748 or JNeumann@nhcc.edu
  - Tom Lynch (763) 493-0556 or TLynch@nhcc.edu