

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.

- | | |
|---|--|
| <input type="checkbox"/> 1.5x Extended Testing Time | <input type="checkbox"/> Scribe |
| <input type="checkbox"/> 2x Extended Testing Time | <input type="checkbox"/> Audio/Screen reader |
| <input type="checkbox"/> Testing Center | (Use of Natural Reader) |
| <input type="checkbox"/> Private Room (if available) | <input type="checkbox"/> Other Click here to enter text. |
| <input type="checkbox"/> 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

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 of JNeumann@nhcc.edu
 - Tom Lynch (763) 493-0556 or TLynch@nhcc.edu