

DISABILITY SERVICES ALTERNATIVE TESTING

This form is available online at www.cf.edu/go/assistance/disability/forms/index; click the testing form link.

This section to be completed by the student.

- 1. **Review** instructions at www.cf.edu/go/assistance/disability/forms/index by clicking the Testing Accommodation Procedures link.
- 2. Notify Disability Services of your test at least three weekdays in advance.
- 3. **Complete** the top portion of this form.
- 4. Give this form to your instructor at least two weeks before test date. Remind the instructor to send the test and this form to Disability Services.

CF ID No.:						
Legal Name:						
Class Test	Date: Start	First Time:		Middle (complete) End Time:	Jr., etc.	
Course Titl	Course Title: Course Number:					
Instructor Name:						
Will you take the exam at the same time the class is scheduled to take it? Yes No						
If no, please indicate the reason and time:						
This section to be completed by instructor only.						
Complete and deliver, with test, to Disability Services, Bryant Student Union, Room 204F, or email						
access@cf.edu at least six hours before the scheduled testing time. Please allow extra time if sent by						
interoffice mail or enlargement is needed.						
Instructor will pick up exam from Disability Services, Bryant Student Union, Room 204F.						
Otherwise, tests will be returned by interoffice mail.						
Instructor's Mailbox Building: Room:						
Date and time this test is available to the student, if different from class date and time:						
YES NO		YES	NO			
	Scranton required?			Approved to use no	ntes?	
	Approval to write on test?		H	Approved to use a contract to		
	Self-addressed envelopes needed	12 📙	H	Collect and turn in		
	Any portion of test approved to take home? Explain:					
Additional instructions:						
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Revised 12/18/2017 Page 1 of 1 www.CF.edu 352-873-5800