



**DISABILITY SERVICES  
ALTERNATIVE TESTING**

This form is available online at [www.cf.edu/go/assistance/disability/forms/index](http://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](http://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:** \_\_\_\_\_  
Last First Middle (complete) Jr., etc.

**Class Test Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**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](mailto: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	
<input type="checkbox"/>	<input type="checkbox"/>	Scranton required?	<input type="checkbox"/>	<input type="checkbox"/>	Approved to use notes?
<input type="checkbox"/>	<input type="checkbox"/>	Approval to write on test?	<input type="checkbox"/>	<input type="checkbox"/>	Approved to use a calculator?
<input type="checkbox"/>	<input type="checkbox"/>	Self-addressed envelopes needed?	<input type="checkbox"/>	<input type="checkbox"/>	Collect and turn in scrap paper?
<input type="checkbox"/>	<input type="checkbox"/>	Any portion of test approved to take home? Explain:	_____		

Additional instructions: \_\_\_\_\_