



**INSTRUCTIONS FOR TESTS WITH  
ACCOMMODATIONS ADMINISTERED  
BY DISABILITY SERVICES**

Instructors: Please fill out this form completely and submit at least one day prior to test date.

Instructor: \_\_\_\_\_

Student(s): \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_

Test Type:  Paper  Online

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Deliver form (with the hard copy exam if applicable) directly to Disability Services, or scan to [disability@cf.edu](mailto:disability@cf.edu). Remind students to bring photo ID and to know the instructor’s name, course, and exam information.

Test availability: from \_\_\_\_\_ to \_\_\_\_\_

a. Time allotted for exam: \_\_\_\_\_

b. Time allotted if providing extra time accommodations: \_\_\_\_\_

	Yes	No
Scantron required	<input type="checkbox"/>	<input type="checkbox"/>
Student may use notes	<input type="checkbox"/>	<input type="checkbox"/>
Student may use textbook	<input type="checkbox"/>	<input type="checkbox"/>
Student may use calculator	<input type="checkbox"/>	<input type="checkbox"/>
Student may use formula sheet	<input type="checkbox"/>	<input type="checkbox"/>
Scratch paper may be used	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for returning exams (scan, interoffice mail, or direct instructor pick up from Disability Services):

Additional instructions (including proctor password if the test is online):