



**DISABILITY SERVICES
REQUEST FOR TESTING ACCOMMODATIONS**

Students – complete this form and return it to the Director in CET Room 208

- Students with prior authorization who request testing accommodations at the campus Testing Center must complete this form and have it signed by the course instructor.
- Students must return this completed form to the Disability Services Director in the Center for Educational Technologies (CET) Room 208 – **at least two class days before the test date**.
- If student do not turn in the completed form BEFORE the test is scheduled, they may not take the test in the Testing Center and will have to return to the classroom to complete the test.

TO BE COMPLETED BY THE STUDENT

Student Name: _____

Student Phone Number: _____ Student ID#: _____

Student Email Address: _____

Course Number: _____ Course Title: _____

Course Instructor: _____

Day of Week & Date of Test: _____

Start Time of Test: _____ Length of Test in Classroom: _____

FOR OFFICE USE: Test Monitor _____ Total Time _____

TO BE COMPLETED BY THE INSTRUCTOR

Please indicate the method you will use to **deliver the test before the scheduled test date and time to the Disability Services Director in the Center for Educational Technologies (CET) Room 208.**

- Instructor will email the test to: testingcenter@wju.edu
- Instructor will hand deliver the test to the Disability Services Director in the Testing Center.
- Instructor will indicate any special instructions for the test:

Instructor Signature: _____ Date: _____

Instructor Phone: _____

The Disability Services Director will return the completed test to the instructor's individual mailbox by the end of the scheduled test day.