HACC
Lancaster Campus
CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
1641 Old Philadelphia Pike
Lancaster, PA 17602

HACC - ODS

Student Testing Accommodation Request
For Phone Messages Call: 717-358-2265
ODS Proctors are Located in Main 327
Email: djdoersc@hacc.edu or vlvanhis@hacc.edu

THREE SCHOOL DAYS NOTICE REQUIRED(SEE BACK)

To Be Completed By Student: Today's Date: _____

Student's Name: _____ HACC ID#: _____

Student's Phone Number: _____Email: _____

Instructor: _____ Course Title & Number: _____
(Use abbreviated version, for example MATH 103, ENGL 101)

Regular In-Class Exam Date: _____Time: _____ Mon Tues Wed Thurs Fri

Your Requested * Test Date: _____Time: _____ Mon Tues Wed Thurs Fri

* Same day is *preferred*!!!

Accommodations needed for this test (please check all that apply):

_____**Limited Distraction**   _____**Extended Time**   _____**Computer**   _____**Other**

_____**Reader**   _____**Calculator**   _____**Scribe**   _____**Interpreter**   _____**Oral Clarification**

Testing Dates and Times Available:	
Mondays 8:00 am - 5:00*pm	
Tuesdays 8:00 am - 5:00*pm	
Wednesdays 8:00 am - 5:00*pm	Fridays 8:00 am - 4:00* pm
Thursdays 8:00 am - 5:00*pm	*Note: Testing ends at 4pm on Fridays
*All exams must *begin* by 5:00pm	

To Be Completed By Instructor:

Complete bottom portion only. **Student is responsible** to drop the form in Drop Box outside Main 327.
three (3) working days prior to the test. Chart on back of this sheet lists deadlines.

Note: ODS will send an email reminder to instructors. This form is not your reminder!

When the test is ready, instructors may provide the exam and instructions to ODS by:
- Campus Mail to Main 327 (Donna Doerschuk)
- Email to vlvanhis@hacc.edu *and* djdoersc@hacc.edu
- Drop Box Outside Main 327 (place exam in a sealed envelope)

The date and time listed above for this test has been approved.   YES_____   NO _____

Please indicate the time allowed for the test/quiz *for the regular class*:   _____Hr. _____Min.

INSTRUCTOR SIGNATURE_____   DATE_____

Check items that apply to this test:
_____ Notes allowed   _____ Calculator allowed   _____ Other
_____ Open Book   _____ All test materials must be returned (including scratch paper)

Test Completed: Date _____   Time _____

<u>Testing Procedures</u>

Treat the blue sheet like a dinner reservation!

It does the same thing – reserves a testing table for you!

- Requests for testing accommodations should be made ***<u>as early as possible!</u>*** (Check your course syllabus!)

- Complete the upper half of the blue test request form and take it to your instructor for approval and his/her signature.

  Place the completed form in ODS TESTING Drop Box OUTSIDE Main 327. **Please do not leave the test request form in your instructor's mailbox. It is STUDENTS responsibility to submit the form on time.**

The completed test request form should be in ODS *TESTING drop box* ***<u>at least 3 school days</u>*** prior to the test date.

If your test is on **Monday** the form is due by **Wednesday** of the prior week.

If your test is on **Tuesday** the form is due by **Thursday** of the prior week.

If your test is on **Wednesday** the form is due by **Friday** of the prior week.

If your test is on **Thursday** the form is due by **Monday** of the same week.

If your test is on **Friday** the form is due by **Tuesday** of the same week.

VVH 07/24/14