

RSCC Testing Center Accommodation Authorization

Please complete and attach this authorization form to every test copy

Test will not be scheduled until this form is completed and returned to:

Chris Hartzog, Roane County Testing Center (865-882-4661)

OR

Jill Robbins, Oak Ridge Campus Testing Center (865-481-2000, ext. 2251)

The instructor must complete this form and submit it, along with the test, to the Testing Center more than one week in advance (more than two weeks for finals) before the student can schedule an exam. The student must abide by the Testing Center deadlines for scheduling an exam. The student is responsible for scheduling tests with the Testing Center (after this form is submitted) a minimum of one week before tests. Final exams must be scheduled two weeks in advance. **No walk-in testing is allowed.** Please review the RSCC Guidelines for Testing Accommodations for complete details.

Instructor's Name: _____ Course/Course Number: _____

Instructor's E-mail: _____ Phone ext. _____

Exam Title: _____ Exam Form/Chapter: _____

Student's Name: _____ (one name per form)

Student's ID Number: _____

Normal Length of Test: _____ Date Test Must be Taken by: _____

Instructor approves student to:

Write on test copy Use attached answer sheet Use own paper
 Use textbook Use notes Use calculator
 Use scratch paper Use dictionary Use spell check device

Approved Disability Services Testing Accommodations for the student (instructor complete):

Extra time on tests: Time and one half **or** Double time

Reduced distraction environment Reader

Other: _____

Instructors please inform students of the following:

- Picture ID is required to test.
- Check website www.roanestate.edu for Testing Center closings and hours of operation.
- When exam is available in the Testing Center.
- Location of the Testing Center.
- What the time limit and permissible aids are for the exam.
- No cell phones are permitted.

Instructor will deliver exam to the Testing Center:

Hand delivered by instructor Campus mail to the Testing Center

Method of returning exam:

Instructor will pick up exam from the Testing Center

Testing Center to return exam to the instructor by campus mail (location _____)

Instructor's Signature: _____ **Date:** _____