

# **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:

Amber Cook, Roane County Testing Center, [cookan@roanestate.edu](mailto:cookan@roanestate.edu)

OR

Jill Robbins, Oak Ridge Campus Testing Center, [robbinsjm1@roanestate.edu](mailto:robbinsjm1@roanestate.edu)

**The instructor must complete this form and submit it, along with the test, to the Testing Center at least one week in advance (more than two weeks for finals) before the student can schedule an exam.** The student is responsible for scheduling tests with the Testing Center (after this form is submitted) by emailing the contact person at whichever location they wish to test. Final exams must be scheduled two weeks in advance. 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:**

<input type="checkbox"/> Write on test copy	<input type="checkbox"/> Use attached answer sheet	<input type="checkbox"/> Use own paper
<input type="checkbox"/> Use textbook	<input type="checkbox"/> Use notes	<input type="checkbox"/> Use calculator
<input type="checkbox"/> Use scratch paper	<input type="checkbox"/> Use dictionary	<input type="checkbox"/> 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](http://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: \_\_\_\_\_