

Disabled Student Programs & Services College of Siskiyou

Specific Test Request

Test may be delivered to any DSPS staff person (or the test proctor in Yreka if student is on Yreka campus) between the hours of 8:00 am to 5:00 pm, Monday-Friday or, you may call us at (530) 938-5297 at least five days before the test, and we will pick up the test from your office.

Test taking accommodations have been requested through DSPS for the following:

Students Name: _____

Instructor's Name: _____

Class: _____ Specific Test: _____

Date Requested: _____ Time Requested: _____

Faculty Instructions: Please indicate below the instructions you are allowing the entire class. (The student listed above will also receive accommodations listed in the letter that s/he presented to you earlier this semester.)

Open Books:	<input type="radio"/> Yes	<input type="radio"/> No
Open Notes:	<input type="radio"/> Yes	<input type="radio"/> No
Calculator:	<input type="radio"/> Yes	<input type="radio"/> No
Dictionary:	<input type="radio"/> Yes	<input type="radio"/> No
Write Directly on Test:	<input type="radio"/> Yes	<input type="radio"/> No
Use Scantron:	<input type="radio"/> Yes	<input type="radio"/> No

Standard Time Limit for entire class: _____

(We will allow this student additional time if part of his/her accommodation)

Additional Instructions: Yes No

Instructor Initials: _____

Please return this completed form with the test inside the attached envelope to the DSPS office (or test proctor on Yreka campus) prior to the test date/time indicated above. **For any test that has to be scanned, please deliver early – at least five days before.** Thank you for your cooperation and support.

Test proctor: _____ Date: _____

Time: from _____ to _____ = _____ total time

Test picked up on: _____ By: _____

Test delivered to mailbox on: _____ By: _____

Test scanned/emailed & sent on: _____ By: _____

Notes:
