**Nunez Community College Disability Services Office**

**TESTING FORM**

**Student’s Name:** ____________________________  **Student ID#** ____________________________

**Student’s Phone Number** ____________________________  **Student’s e-mail** ____________________________

**Course Name/Number:** ____________________________  **Circle one:**  Fall  Spring  Summer

**Date Test to Be Taken by class:** ____________________________  **Time:** ____________________________ AM  PM

**Accommodations requested:**

- [ ] extended time  - [ ] distraction reduced environment  - [ ] computer  - [ ] reader
- [ ] scribe  - [ ] no scantron  - [ ] other __________________________________________

______________________________________________________________________________

**INSTRUCTOR INFORMATION:**

**Instructor’s Name:** ____________________________________________

**Instructor’s Phone Number:** ____________________________  **Instructor’s e-mail:** ____________________________

**Date test to be given to class:** ____________________________  **Length of time class allowed to take test:** ____________________________

**Other instructions:** ____________________________________________

______________________________________________________________________________

Please deliver exam to the Office of Disability Services 3 business days prior to the designated exam date. You can do this by emailing your exam to mminor@nunez.edu, faxing to 504-278-6487 or deliver to the Disability Services Office.

Should completed exam be (please circle) picked up from Disability Services or delivered back to instructor?

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**FOR OFFICE USE ONLY**

**Anticipated Start Time:** ____________________________  **Anticipated End Time:** ____________________________

**Time Student Began:** ____________________________  **Time Student Ended:** ____________________________

**Proctor/Reader/Scribe:** ____________________________________________

**Date returned to instructor:** ____________________________  **Received by:** ____________________________

Effective July 2012