INSTRUCTOR: In order to have your test proctored to your specifications, please complete ALL the following fields after visiting with your student and submit this form with your test. Forms and tests should be dropped off in 309 Wes Watkins Center or emailed to ics-inf@okstate.edu at least 24 hours in advance of the student’s appointment. The Correspondence Education Testing Center provides accommodated testing for students with disabilities. Student Disability Services (SDS) notifies instructors regarding testing accommodations for students in their courses. If you have questions or concerns about student accommodations, please contact the SDS office at (405) 744-7116.

PLEASE NOTE: Submission of this form does NOT create an appointment for the student. Students MUST schedule their own appointments to take a test at the CE Testing Center.

STUDENT(S), INSTRUCTOR, & TEST DETAILS

Exam Type: Student Disability Services (SDS) Exam □ OSU Course Exam (non-SDS) □ Other Institution Exam

Student Name(s): ________________________________________________________________

Instructor Name: ________________________________________________________________

Other Institution Name: __________________________________________________________

Instructor Phone: ____________________________

Course Name: ____________________________

Course Prefix/Number: ____________________________

Department Phone: ____________________________

Test/Exam Title: ____________________________

Is the Test □ Paper-Based or □ Online?

Test Date (as arranged with student): ____________________________

Is Test Date flexible? □ Yes □ No

Test Time (as arranged with student): ____________________________

Is Test Time flexible? □ Yes □ No

Class Time allowed for test: ___________ Hour(s) and ___________ Minutes

The CE Testing Center will calculate accommodation time for SDS students based on instructions provided by Student Disability Services.

TEST ADMINISTRATION INSTRUCTIONS

Testing materials required/allowed by the instructor:

□ Notes □ Orange Scantron □ Graphing Calculator □ English Dictionary

□ Textbook(s) □ Green Scantron □ Non-graphing Calculator □ Language Dictionary

□ Scratch Paper □ Mechanical Pencil □ Computer Use □ LockDown Browser

Additional Instructions, Directions, Requirements, Passcodes, or Other Information:

Please Note: If special software is required, software and detailed installation instructions must be submitted to the CE Testing Center at least a week in advance, and the CE Testing Center reserves the right not to test a student if the software cannot be installed, operated, and removed easily.

TEST RETURN INSTRUCTIONS

How do you want the completed test materials returned to you? Please check ONE.

□ Please hold. I will pick up test (must show photo ID).

□ I have authorized ____________________________ to pick up the test (must show photo ID).

□ Deliver test within 72 hours to ____________________________ (Bldg/Rm) OR departmental office ____________________________ (Bldg/Rm).

NOTE: If the CE Testing Center is unsuccessful in delivering a test to an instructor’s office and no departmental office is provided, the test will be held at 309 Wes Watkins Center for pick-up by the instructor.

Tests not administered will be retained for two weeks after the end of the semester and then destroyed.

Received by Signature: ____________________________

Print Name: ____________________________ Date: ____________________________