# TEST RESERVATION FORM

## STUDENT SECTION

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>Phone #: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today’s Date: ___________________</td>
<td>Student ID: ________________________</td>
</tr>
</tbody>
</table>

Please check academic adjustment(s) approved/needed for this test: (check all that apply)

- [ ] Extended time (time and a half)
- [ ] Extended time (double time)
- [ ] Test reader (Read & Write Gold Software)
- [ ] Calculator (basic/scientific/graphing)
- [ ] Scribe
- [ ] Other: ________________________

## INSTRUCTOR SECTION

<table>
<thead>
<tr>
<th>Instructor’s Name: __________________________</th>
<th>Course Title: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Test: _______________________________</td>
<td>Start Time of Test: _____________________</td>
</tr>
<tr>
<td>Instructor’s Signature: ______________________</td>
<td>In-Class Time Allotted for Test: __________ minutes</td>
</tr>
</tbody>
</table>

### ITEMS ALLOWED FOR TEST...

- Scantron? [ ] Yes [ ] No
- Scrap Paper Allowed? [ ] Yes [ ] No
- Calculator Allowed? [ ] Yes [ ] No (Basic / Scientific / Graphing)
- Formula Sheet Allowed? [ ] Yes [ ] No
- Provided by? [ ] Student [ ] Instructor
- Computer Use Allowed? [ ] Yes [ ] No
- Dictionary Allowed? [ ] Yes [ ] No
- Book/Notes Allowed? [ ] Yes [ ] No

### TEST DROP OFF ARRANGEMENTS (choose one)

- [ ] E-mail the test to testingcenter@niagaracc.suny.edu
- [ ] Instructor will deliver the test to B-102 (Testing Center)

### TEST PICK UP ARRANGEMENTS (choose one)

- [ ] Instructor will pick up the test from B-102 (Testing Center)
- [ ] Scan and e-mail the completed test back to the professor

## FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Date Reservation Form Completed:</th>
<th>/ Staff ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Test/Exam Received:</td>
<td>/ Staff ________</td>
</tr>
<tr>
<td>Date Test Picked Up/Scanned to Instructor:</td>
<td>/ Staff ________</td>
</tr>
</tbody>
</table>

Faculty Signature X__________________________


Student’s Signature: ________________________ Staff ________
TEST ISSUES

<table>
<thead>
<tr>
<th>Bathroom Break:</th>
<th>Time Left: _________ Time Returned: _________</th>
</tr>
</thead>
</table>

Test Irregularities (i.e. questions numbered oddly): (Please Explain)

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Academic Misconduct: (Please Explain and Attach Any Pertinent Documentation)

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

________________________________________________________________________________________

TEST ACCOMMODATION PROCEDURES

Step 1: Student is responsible for contacting the instructor one week prior to a scheduled test to discuss testing academic adjustments and how the instructor would specifically like the test handled. At this time the blue Test Reservation Form (this form) should be completed by both the professor and the student.

Step 2: The student will inform the Testing Center (B-102) at least 3 business days prior to the test date by handing in the completed blue Test Reservation Form.

Step 3: The professor will e-mail or drop off the test at least 3 business days prior to the test date. (Please do not send tests via interoffice mail)

Step 4: Student will arrive promptly to take test at the designated testing area at the time prearranged with the instructor. Students may only test at the prearranged time; tardiness will not be tolerated.

Remember... it is your responsibility as a student to contact your instructors before the test to make these arrangements and to schedule a test time that allows you adequate time for your granted academic adjustment(s).

By signing the test reservation form, the student confirms the start and the end times of the exam and confirms he/she has read and understands the rules and regulations of the Testing Center and agrees to follow them.