

DRS Use Only	
Reviewed by/	_____
Date:	_____
Scheduled by/	_____
Date:	_____

580 Meetinghouse Road
West Hall 109
Phone: 267-468-8200
Fax: 267-468-8201
tuadvis@temple.edu
[Ambler Disability Services](#)

Test Administration Request Form
Please refer to page 2 for instructions

STUDENT (to be completed by student)		
Name _____	Phone _____	Email _____
Course _____		Course Number _____
Please check all that apply		
<input type="checkbox"/> One and one half standard time	<input type="checkbox"/> Screen magnification (MAGic)	<input type="checkbox"/> Speech to text software (Dragon)
<input type="checkbox"/> Double standard time	<input type="checkbox"/> Dictionary or electronic spelling	
<input type="checkbox"/> Computer for essay test	<input type="checkbox"/> Screen reader (JAWS)	
<input type="checkbox"/> Calculator	<input type="checkbox"/> Text to speech software (R&W Gold)	Other _____
INSTRUCTOR (to be completed by instructor)		
Name _____	Phone _____	Email _____
Preferred method of contact in case of questions during exam _____		
<input type="checkbox"/> Individual Test – Instructions for 1 test only		
Test date _____	Test minutes* _____	
Start time for this student _____	<i>*Please do not factor in the extra time</i>	
<input type="checkbox"/> Full Semester - List all dates. Use page 2 if needed for more dates		
Test date _____	Test date _____	
Start time for this student _____	Start time for this student _____	
Test minutes* _____	Test minutes* _____	
Open Book Y <input type="checkbox"/> N <input type="checkbox"/>	Calculator Y <input type="checkbox"/> N <input type="checkbox"/>	Notes Y <input type="checkbox"/> N <input type="checkbox"/>
Index Cards Y <input type="checkbox"/> N <input type="checkbox"/>	Dictionary Y <input type="checkbox"/> N <input type="checkbox"/>	Thesaurus Y <input type="checkbox"/> N <input type="checkbox"/>
Internet Y <input type="checkbox"/> N <input type="checkbox"/>	<input type="checkbox"/> Standard scranton form	<input type="checkbox"/> Essay – Typed or lined paper
Special instructions _____		
Test delivery to DRS - Test shall be delivered 3 days in advance. Please contact DRS if you need to make alternative arrangements Email test to tuadvis@temple.edu or drop off at West Hall, Room 109		
Test return to instructor (choose 1 option)		
<input type="checkbox"/> Instructor pick up – West Hall, Room 109		
<input type="checkbox"/> Email to _____	<i>Blue books will not be used. Essays will be given on 8 ½ x 11 lined paper or typed.</i>	
I understand the responsibility for scheduling and delivering tests to DRS is solely between student and faculty		
Instructor Signature _____	Name _____	Date _____
Student Signature _____	Name _____	Date _____

Student is responsible for submitting test administration form to DRS and scheduling exam 7 days in advance. Please contact DRS to make alternative arrangements if a quiz or test is announced fewer than 7 days in advance.

Abridged Procedures – For full text see <http://www.temple.edu/studentaffairs/disability/accommodations/test-taking.html>

Student Responsibilities

- Student will submit completed Test Administration form to DRS **at least seven (7) days before** test date.
- Student will arrive at DRS at the scheduled time to begin the test. Test completion time is fixed and any lateness will be deducted from the overall available time to complete the test.
- Student will abide by policies related to academic integrity. Student is subject to procedures for academic misconduct outlined in the University Code of Conduct.

Faculty Responsibilities

Faculty will telephone DRS (267-468-8200) or email (tuadvis@temple.edu) with any changes to test.

- Faculty will become familiar with DRS test taking procedures, located on www.temple.edu/disability
- Faculty will be respectful of a student’s right to confidentiality.
- Faculty will invite students with a disability to make an appointment during office hours to discuss accommodation needs for testing.
- Faculty will complete and sign a Test Administration form in collaboration with student at least seven (7) business days before the test. Where possible, complete details of all tests you propose to administer during the semester on one form.
- **Please Note: DRS staff will not accept incomplete forms.**

DRS Responsibilities

- DRS will work in collaboration with faculty to insure that all tests we proctor are administered in an environment respectful of the students’ needs and the academic integrity of the testing process.
- Where necessary, DRS will insure that all test materials are provided to students in accessible format.
- DRS will report any concerns relating to academic dishonesty to faculty immediately.

Please Note: Blue books will not be used. Essays will be given on 8 ½ x 11 lined paper or typed.

If a student or faculty fails to adhere to above processes, DRS may not be able to provide proctoring services for the test. In the event of this happening, the student is encouraged to work with the faculty member to seek an appropriate resolution.

Student is responsible for submitting test administration form to DRS and scheduling exam 7 days in advance. Please contact DRS to make alternative arrangements if a quiz or test is announced fewer than 7 days in advance.

Test information for full semester tests

** Please do not factor in the extra time*

INSTRUCTOR Use Only

Test Date	_____
Start time for this student	_____
Test minutes*	_____
Test Date	_____
Start time for this student	_____
Test minutes*	_____

Test Date	_____
Start time for this student	_____
Test minutes*	_____
Test Date	_____
Start time for this student	_____
Test minutes*	_____

PROCTOR Use Only

Test Date	_____
Test Start	_____
Test Stop	_____
Test Date	_____
Test Start	_____
Test Stop	_____

Test Date	_____
Test Start	_____
Test Stop	_____
Test Date	_____
Test Start	_____
Test Stop	_____

