



# Faculty Form for Paper/Pen Testing in dSS

disABILITY Support Services (dSS) / Moody Learning Center MLC -1<sup>st</sup> Floor

**Testing services in dSS have been modified due to the Alamo Colleges COVID Response Plan and may be subject to change accordingly.**

- Testing is available Mondays through Thursdays with start times on the hour from: 9 a.m. - 11 a.m. & 1 p.m. - 3 p.m.
- Paper test needs to be delivered to dSS attached to this form **at least a week in advance to ensure the student receives lawful accommodations.** Tests not received in a timely manner will need to be rescheduled. Rescheduled tests will require a new faculty testing form to be submitted.
- Completed exams are available for pick up from dSS (Monday - Thursday 8:30 a.m. - 4:30 p.m.)

INSTRUCTOR'S NAME \_\_\_\_\_

INSTRUCTOR'S DEPARTMENT \_\_\_\_\_

INSTRUCTOR'S CONTACT NUMBER(S) \_\_\_\_\_

STUDENT FIRST/LAST NAME \_\_\_\_\_

STUDENT BANNER ID \_\_\_\_\_

EXAM TITLE TO BE PROCTORED \_\_\_\_\_

DATE TO TEST in dSS \_\_\_\_\_ TEST TIME (circle) 9am 10am 11am 1pm 2pm 3pm

TEST END TIME \_\_\_\_\_

Did you receive a SAC dSS letter of accommodation for your student?..... YES  NO

Can textbook(s) be used during the exam?..... YES  NO

Can notes and/or reference materials be used?..... YES  NO

*If yes, list materials* \_\_\_\_\_

Can the student write on the exam?.....YES  NO

Other exam requirements/restrictions (electronic devices, calculator function type, scantrons, need to turn in scratch paper with test, etc.) \_\_\_\_\_

**Office Only:** Received By: \_\_\_\_\_ Date & Time: \_\_\_\_\_