



# ACADEMIC ACHIEVEMENT CENTER Disability Services: Testing Service Request Form

**Note to Instructor:** Please deliver the exam and this completed form to the AAC at least two hours prior to the appointment time made by the student. Thank you for your cooperation. **Note: 1 week notice is required for students who require a reader and/or scribe.**

Student Name: \_\_\_\_\_ Student No: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Semester: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

### HOW MATERIALS WILL BE SUBMITTED TO THE AAC:

- In Person
- Electronically
- Campus Mail
- Other \_\_\_\_\_

### PROCTORING INSTRUCTIONS:

Please check the items the student **IS ALLOWED** when taking the test. If you do not check any boxes, we will not allow the student to use **any** of the following items, including a calculator. Please refer to the student's accommodations memo when choosing the proctoring instructions.

- Dictionary
- Formula Sheet
- Open Book
- May Take Breaks
- Calculator
- Notes
- Scrap Paper
- Special Comments \_\_\_\_\_

The test may be proctored by the AAC student assistant:  Yes  No

Standard time limit for this exam in your class? \_\_\_\_\_

### AAC USE ONLY

Accommodated test time: \_\_\_\_\_

Accommodations provided: \_\_\_\_\_

### METHOD OF RETURNING THE TEST:

- The AAC will deliver the test to the instructor's department mailbox. **Department Location** \_\_\_\_\_
- The instructor will pick up the test from the AAC.
- The student will return the test to the instructor. **Department Location** \_\_\_\_\_

If there is a question about the test, the proctor may contact the professor:  Yes  No

Cell Phone: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to:  
Academic Achievement Center  
Taubman Center, C201  
Email: aac@ltu.edu  
Phone: 248. 204.4120

Gladys Aviles, Coordinator  
Phone: 248.204.4123  
gaviles@ltu.edu

### FOR AAC USE ONLY:

Date Administered: \_\_\_\_\_ By: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Delivered: \_\_\_\_\_

Date

Time

Delivered by: \_\_\_\_\_ Received by: \_\_\_\_\_