

AAAC Test/Quiz Accommodation Request Form for FACULTY

See faculty handbook for more details on the KUEC Testing Center Policies and Procedures

Date: _____ Student Name & ID _____

Course Number/Title & Class Time: _____

Instructor's Name and Email: _____

ALL exams will be delivered to the Testing Center via email to kuec_testcenter@ku.edu. All exams will be returned to faculty via email scanned PDF.

TO BE COMPLETED BY INSTRUCTOR:

Test/Quiz	Date	Time limit of exam for all students	Test can be taken anytime close to the exam date OR Test really needs to take place on same test date if possible?	Student must return to class after exam? If yes what time?	I can be contacted for questions while the student is taking the exam? If yes , how (IM, phone, email)	Items the student CAN use during exam	Special Notes (is the exam on blackboard, scantron etc.)
#1							
#2							
#3							
#4							
#5							
#6							

Notes to remember:

- ➔ Testing Center is open 10am – 7:30pm M-Th; 8am – 4:30pm F
- ➔ Accommodations exams often require students to start exams before OR after the general student population.
- ➔ Scheduling the actual exam is the responsibility of the **student**. The information you provide below helps us the best we can to serve all involved.
- ➔ **Send this completed form to kuec_testcenter@ku.edu as soon as completed!**

Instructor's Signature _____

SEND FORM TO THE STUDENT (email/by hand) SO THEY CAN TAKE TO STUDENT SERVICES FOR SCHEDULING

Office Use Only		
<input type="checkbox"/> Approved AN on AAAC File	<input type="checkbox"/> Exam(s) Scheduled	<input type="checkbox"/> Confirmation Email Sent to Student
<input type="checkbox"/> Confirmation Email Sent to Faculty	<input type="checkbox"/> Notes Copied to Appointment	Notes: _____

Questions or Exam Logistics?