

Testing Authorization Form



University Diversity and Inclusion will not administer any exam without this form filled out in its entirety and signed.

Exams are scheduled between 8:00 AM and 5:00 PM, Mon-Fri only. **Students must schedule exams 5 days in advance.** Exams will be taken when the class takes exam (evening exams must be scheduled to take during our office hours, the day prior or following test date, or earlier on the day of exam).

Student's First Name: _____ Student's Last Name: _____

Course Name: _____ Course Number: _____

Date class is taking the exam: _____ Time: _____ to _____

Regular class time allowed for test: 50 min 75 min other _____

University Diversity and Inclusion will determine the total testing time based on the individual student's accommodations.

*Time frame to test with University Diversity and Inclusion: _____/_____/2020 to _____/_____/2020

Specific instructions: Authorization to use the following (e.g. calculator, notes, a crib sheet, etc.):

Instructor Name: _____ Office Location: _____

E-mail: _____ Phone (during test time): _____

Instructor Signature: _____ Date: _____

By entering your name you are verifying your signature.

The exam must be received by the University Diversity and Inclusion Office at least 24 hours prior to the start of the exam.

EXAM DELIVERY: (Check one)

- Scan/email to diversity.inclusion@washburn.edu
- Instructor will hand deliver exam

EXAM RETURN INFO: (Check one)

- Instructor will pick up exam
- Student will return exam
- Scan and Email in PDF

(Not available with a scantron)

University Diversity and Inclusion Staff to hand deliver to:

****EXAMS WILL BE RETURNED IN A SIGNED AND SEALED ENVELOPE.**

OFFICE USE ONLY

Approved Accommodations:

1/4 1/3 1/2 3/4 x2

Reader Scribe paper vs. computer

Other: _____

Scheduled exam:

Date: _____

Time: ____:____ to ____:____

Room: _____

Exam received by:

 Staff Initials Date

Examination Details:

Arrival time: ____ : ____

Start Time: ____ : ____

Ending Time: ____ : ____

Other: _____

Completed Exam Delivery method:
 Professor Pick-up Student Deliver
 Via email S.S. Delivery