

# 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:	Scheduled exam:	Examination Details:
<input type="checkbox"/> 1/4 <input type="checkbox"/> 1/3 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> x2 Reader Scribe paper vs. computer Other: _____ _____ _____	Date: _____ Time: ____:____ to ____:____ Room: _____ Exam received by: _____ _____ Staff Initials      Date	Arrival time: ____:____ Start Time: ____:____ Ending Time: ____:____ Other: _____ _____ Completed Exam Delivery method: Professor Pick-up      Student Deliver Via email      S.S. Delivery