



# Testing Authorization Form

University Diversity and Inclusion

OFFICE USE ONLY  
\_\_\_\_ emailed to schedule

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

Exams are scheduled between **8:30 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: Ichabod Student's Last Name: Washburn

Course Name: Abnormal Psych Course #: PY 231

Date class is taking the exam: 1.12.23 Time: 1:00 to 2.15

Regular class time allowed for test: 1 hr 15 min

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

\*Time frame to test with University Diversity and Inclusion: \_\_\_\_\_ to \_\_\_\_\_

**Specific instructions:** Authorization to use the following (ex: calculator, notes, crib sheet, etc.)

allowed one page of notes front and back

Instructor Name: Abby Callis Office Location: Henderson RM 202

E-mail: professor.callis@washburn.edu Phone (during exam): 785-670-1546

Instructor Signature: \_\_\_\_\_ Date: 2.15.23

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

EXAM DELIVERY: (Check one)  
 Scan/email to [diversity.inclusion@washburn.edu](mailto:diversity.inclusion@washburn.edu)  
 Instructor will hand deliver exam

EXAM RETURN INFO: (Check one)  
 Instructor will pick up exam  
 Scan and email in PDF  
 Online exam, delivery not needed  
 Diversity & Inclusion deliver to: \_\_\_\_\_

**\*Exams will be returned in a sealed envelope\***

## OFFICE USE ONLY

<p><b>Approved Accommodations:</b> Time + half    Double-time</p>	<p style="text-align: center;"><b>Scheduled exam:</b></p> <p>Date: _____ Time: _____ to _____ Room: _____ Exam rec: _____ Date                      Initials</p>	<p><b>Exam details:</b> Start time: _____ End time: _____</p> <p><b>Exam delivery method:</b> Professor Pick up SS Delivery    Online exam Emailed exam _____</p>
<p>____ Date sent email reminder ____ No Show for exam ____ Called to Reschedule</p>		