



# 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: \_\_\_\_\_ Student's Last Name: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Date class is taking the exam: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Regular class time allowed for test: \_\_\_\_\_

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.)

\_\_\_\_\_

Instructor Name: \_\_\_\_\_ Office Location: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone (during exam): \_\_\_\_\_

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

**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

Instructor will hand deliver exam

D2L/Online exam, delivery not needed

EXAM RETURN INFO: (Check one)

Instructor will pick up exam

Scan and email in PDF

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