



Disability Support Services
Test Accommodations Request Form

CAMPUS: La Plata Prince Frederick Leonardtown Waldorf Hughesville Other: _____

Student Name: _____ Date: _____

Telephone: _____ Email: _____

Semester: _____ Course Title: _____

Professor: _____

Scheduled Date of Quiz/Exam:

Date	Start Time	End Time

Accommodations:

Extended Time: Time and a half Double time

Scribe: _____ Proctor: _____

Assistive Technology: Word Q3 Dragon Kurzweil Other: _____

- This form is to be filled out by students *granted* accommodations that otherwise require them to take a test proctored outside of the testing site.
- **Students must schedule a time to take exams/quizzes at least one week in advance of exam/quiz date.** Submission of this form does not guarantee the exact time/date listed.
- Only items approved by the instructor will be allowed in the testing room.
- It is the student's responsibility to remind professors to submit tests to the testing center prior to the scheduled exam time. Per DSS policy, exams/quizzes can be taken only during overlapping DSS and testing center hours of operation.
- Approval of dates/times will be sent to students via email.

Student Signature: _____ **Date:** _____