\*This form MUST be submitted at least **7** days prior to the scheduled exam date or 14 days prior to Midterms and Finals week\*

This form applies to all quizzes and exams in the class that the student wishes to take at ODS. A separate testing form is needed for ***each*** quiz or exam. If you have any questions regarding testing arrangements please contact the Office of Disability Services at 217-206-6666 or email [ods@uis.edu](mailto:ods@uis.edu).

To be completed by the ***STUDENT***

Name: E-mail:

UIN: Phone:

***Accommodations***

**\_\_\_** Extended Time \_\_\_ Audio Format \_\_\_ Scribe \_\_\_ Large Print

\_\_\_ UIS Computer \_\_\_ Online Exam \_\_\_ Reader \_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by the ***PROFESSOR***

Professor Name: Phone:

E-mail: Office Location:

Alternate contact:

Course: Exam Date:

Class time allowed for exam:

Time ODS should begin exam: (*Exams should be completed by* ***4:30 PM*** *unless other arrangements have been made)*

Special instructions:

Materials Allowed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ **NO** Materials Allowed

Please select an option for **SENDING** exam to ODS:

\_\_\_ ODS will pick up exam. It is the Professor’s responsibility to contact ODS early with this request.

Please schedule pick up no later than 24 hours prior to scheduled test time.

\_\_\_ Professor or Academic Program Staff will hand deliver exam to ODS. Please deliver to HRB 80.

\_\_\_Professor or Academic Program Staff will email exam to ODS.

Please select an option for **RETURN DELIVERY** of exam:

\_\_\_ Finished exam will be slid under the Professor’s office door in a sealed packet.

\_\_\_ Finished exam will be hand delivered to the Professor’s secretary in Academic Department Office.

\_\_\_ Finished exam will be picked up at ODS by the Professor or Academic Department Staff.

\_\_\_ Student is allowed to return the finished exam (in a sealed packet) to Professor as he/she resumes

class.



***I understand this form must be completed before accommodations can be provided.***

*Student Signature: Professor Signature:*