



**EXTENDED TIME TEST-TAKING FORM
FOR EXAMS TAKEN IN DISABILITY SERVICES**

Elizabethtown College

This form must be completed and returned to BSC Room 226 at least 48 business hours prior to the start of the test if you plan to take an exam in Disability Services. **We will be unable to accommodate your request if this form is returned after that time period and you will need to make arrangements with your professor.** Your professors may accommodate your request if you give them adequate notice; they need not accommodate your request if you do not give them a reasonable notice. In that event, you will need to take the exam in the classroom in the time specified for the class.

1. To Be Completed by Student:

Test Date _____

Test Time _____

Student _____

Box _____ Phone _____

Student Email _____

Course _____

Professor _____

Prof. Office Location _____

Professor's Phone _____

**3. To Be Completed by
Disability Services:**

Date _____

Time started _____

Time completed _____

Signature of Disability Services Administration

2. To Be Completed by Faculty:

Student may use the following during the test:

How much time is allotted for other students to take this test? _____

If there are questions that may arise during the exam or you give students in the classroom clarification, please contact Disability Services at 361-1185 to share the same information.

Method to send test to Disability Services:

_____ Student taking exam will bring to D.S.

_____ Professor will bring to D.S.

_____ FAX to Disability Services at 361-1556

_____ Email to Tammie Longsderff at longsdtl@etown.edu

_____ Campus mail (allow 2 days minimum)

Method to contact Faculty during exam if student has a question or needs clarification:

Method to return test to Faculty:

_____ Student taking exam will take to professor

_____ Student Coordinator will take to professor's office

_____ Professor will pick up exam at D.S.

_____ FAX to Fax # _____

_____ email to _____

Signature of Faculty

Email of Faculty and date