



DISABILITY RESOURCE CENTER & DEAF AND HARD OF HEARING SERVICES TEST SCHEDULING FORM

Today's Date: _____

ALL REQUESTS MUST BE SUBMITTED SEVEN (7) DAYS BEFORE THE DAY OF THE TEST

Please Print

Student's Name: _____ C#: _____ Phone #: _____

Class: _____ Date & Time Student Will Take Test: _____

Accommodations Needed (Please check all that apply):

[] DRC Testing Room Extended Time: [] x1.5 [] x2.0 [] Reader [] Scribe [] Computer [] CCTV [] Enlarged Print

Professors Use ONLY

The student can use the following for this test (Please circle Y or N):

Notes: [] Y or [] N Open Book: [] Y or [] N Scrap Paper: [] Y or [] N Calculator: [] Y or [] N

Dictionary/Speller: [] Y or [] N Other: _____

Professor's Name: _____ Phone #: _____ Email: _____

Time Allowed in Class for the Test: _____ Special Notes: _____

Test Must Be Taken Between: _____ and _____ Signature: _____

Please deliver the exam to the DRC prior to the day and time of the exam is to be administered. Once administered, the exam will be held at the DRC until it is retrieved by the professor. If this is not possible, please contact the DRC to make other arrangements (Tel. No.: Cheyenne 651-4045, Henderson 651-3795, W. Charleston 651-5644).

Proctoring Accommodation: All tests will be administered with appropriate accommodations using standard proctoring conditions (use dictionary, calculator, no notes, and no book) unless otherwise specified above.

Test Pick-Up ONLY

Professor Pick-up Signature: _____ Date: _____

Other Delivery Method: _____

Proctor Use ONLY

Test Start Time: _____ Test End Time: _____ Staff Initials: _____

Comments: _____

CHEYENNE OFFICE
3200 EAST CHEYENNE AVENUE, CIT
N. LAS VEGAS, NV 89030-4228
PHONE (702) 651-4045
FAX (702) 651-4179
TTY -DEAF & HARD OF HEARING OFFICE: (702) 651-4448 OR CHEYENNE CAMPUS DRC OFFICE: (702) 651-4328

WEST CHARLESTON OFFICE
6375 WEST CHARLESTON BLVD., WDRC
LAS VEGAS, NV 89146
PHONE (702) 651-5644
FAX (702) 651-5760

HENDERSON OFFICE
700 COLLEGE DRIVE, HIB
HENDERSON, NV 89002
PHONE (702) 651-3795
FAX (702) 651-3004