



COLLEGE of
SAINT ELIZABETH

Disability Services
Test Accommodation Form

Students are to provide the professor with a test accommodation form with Part I completed. Professors are to complete Part II, and **the student MUST return the completed form to Disability Services 72 hours prior to the exam.**

Part I

Student Name _____
Professor Name _____
Exam date _____
Exam time _____

Part II

- Exam to be transported by professor
- Exam needs to be transported by Disability Services
 Pick up at ____ o'clock at _____ location
 Drop off by ____ o'clock in _____ room
- Exam to be emailed to Disability Services
- Student not able to use any assistance
- Student able to use:
- Power Point Presentation
 - Notes
 - Textbooks
 - Other

Additional information:

Professor signature

Date

Office of Disability Services
Mahoney Library

(this letter accompanies the Test
Accommodation Form)

Academic Success Center
Second Floor
973-290-4261
wmoesch@cse.edu

Semester:

The Disability Services office is supporting students with disabilities at CSE. One of the functions of this office is to assist students in attaining accommodations in their academic classes. All students who are attending CSE who are in need of such services **must self-identify/register** with the Office of Disability Services (Mahoney Library, Second Floor) and, after eligibility is determined will have an Accommodation Plan developed to meet her specific needs. Students are not permitted to negotiate services on their own.

I would appreciate it if you would be kind enough to read the attached Accommodation Plan (Evacuation Plan if applicable), discuss it with this student, and sign the attached form indicating that you have received this plan. The student has the responsibility to return the signature form to this Office. Please make sure that you maintain her confidential plan in a locked drawer or cabinet.

Should students require testing in an alternate placement through Disability Services and/or the Academic Success Center, you and the student **must notify the Office of Disability Services at least 72 hours prior to the exam session, so we can arrange for a space and proctor**. As test security and course integrity are important to all of us, this office is taking further measures to make sure that both of these are upheld, therefore, the student will provide you with the Test Accommodation Form. **This form must be completed, signed by the instructor, and returned to this office by the student.**

I look forward to working with you this semester to help meet this student's instructional needs. If there is anything I can do to assist you, please let me know. Should you have any questions concerning this Accommodation Plan, or about this student, please contact me via email or telephone (above). I hope you have a wonderful semester.

Sincerely,

William H. Moesch
Coordinator, Disability Services