

**Umpqua Community College  
Disability Services  
Test Accommodation Service Request**

Please complete one form per test session. Instructions and deadlines on reverse side.

**Student's Section** (all information is required – to be completed by the student):

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Last Name	First Name	Middle Initial	Banner ID
@student.umpqua.edu			

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UCC Email	Message Phone
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Course Number (ex. PSY 101)	Course Name (ex. Introduction to Psychology)
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**Date of test** (mm / day / year): \_\_\_\_\_

**Day/Time I am requesting for this exam** (please circle one of each):

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M T W H F	8 9 10 11 12 1 2 3 4	9 10 11 12 1 2 3 4 5
Test Day Requested	Requested Start Time	Requested End Time

**Approved Accommodations I am requesting for this exam:**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Aide to Write | <input type="checkbox"/> Time Extension (1.5x) | <input type="checkbox"/> Test Enlarged        | <input type="checkbox"/> Distraction Reduced site |
| <b>-or-</b>                            |  |   |   |
| <input type="checkbox"/> Aide to Read  | <input type="checkbox"/> Time Extension (2.0x) | <input type="checkbox"/> Test in private room |   |

**Instructor's Section** (all information is required – to be completed by the instructor)

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Last Name	First Name	Office Ext	@umpqua.edu College Email
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**Student May Use The Following Items:**

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|--|--|---|
| <input type="checkbox"/> Text Book     | <input type="checkbox"/> Basic Calculator    | <input type="checkbox"/> Note cards - # cards allowed _____   |
| <input type="checkbox"/> Scratch Paper | <input type="checkbox"/> Highlight Pens      | <input type="checkbox"/> Class Notes - # sheets allowed _____ |
| <input type="checkbox"/> Graph Paper   | <input type="checkbox"/> Instructor Handouts | <input type="checkbox"/> General Dictionary                   |
| <input type="checkbox"/> Formulas      | <input type="checkbox"/> Other: _____        |   |

Additional Instructions: \_\_\_\_\_

**Exam Delivery By(circle one):**

- |                                     |                                  |   |
|-------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Instructor | <input type="checkbox"/> Student | <input type="checkbox"/> Intercampus Mail |
|-------------------------------------|----------------------------------|---|

Email ([Danielle.Haskett@umpqua.edu](mailto:Danielle.Haskett@umpqua.edu), cc Nancy. Hart @umpqua.edu)

**Exam Return (circle one):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Instructor Pick-up | <input type="checkbox"/> Student – Sealed Envelope | <input type="checkbox"/> Intercampus Mail – Sealed Envelope |
|---|--|---|

I have read and understand the TAS guidelines and procedures.

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<b>UCC Student Signature</b>	<b>Date</b>	<b>UCC Instructor Signature</b>	<b>Date</b>
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**FOR OFFICE USE ONLY**

**TAS Coordinator**

Scheduled Test Date: \_\_\_\_\_ Scheduled Test Time: \_\_\_\_\_ Test Location: \_\_\_\_\_  
Attached Email Confirmation:  Student  Instructor  Reader / Aide –or-  N/A Reader / Aide

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Umpqua Community College  
Disability Services  
Test Accommodation Service Request  
Guidelines and Process

Disability Service's TEST ACCOMMODATION SERVICE is an optional support to assist faculty in providing the required testing accommodations indicated on a student's "Approved Academic Accommodation" form. Instructors and students always have the option of making their own arrangements if this service does not fit their needs.

**INSTRUCTIONS (One Test Session Per Form):**

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- Student initiates the process by giving instructor a request form. Forms are available in DS in the Advising & Career Service Center.
  - Student and instructor complete the form. If this exam is for an on-line course, contact Nancy Hart, Testing Coordinator.
  - Student submits the form to the DS Office by the listed deadlines below.
  - Student and instructor follow the instructions provided in the email confirmation message.
  - Communications are only sent to a student's Riverhawk Web email account and an instructor's office UCC email address provided by the college.
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**SUBMISSION DEADLINES FOR TESTING ACCOMMODATION SERVICE REQUEST FORMS (Not Exam Materials):**

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- Test Accommodation Service (TAS) requests for Regular Course Exams (non-finals week) are due a minimum of five work days prior to the exam date.
  - TAS request for finals week exams are due the Monday prior to Finals week.
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**SERVICE AVAILABILITY:**

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- Check with Danielle Haskett, Disability Service Coordinator or Nancy Hart, Testing Coordinator for service days/times. If a proctored exam is required it must be scheduled, please provide a testing window.
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**OTHER HELPFUL INFORMATION:**

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- This service is by pre-approved appointment only. We are unable to accept drop-ins.
  - Service is on a first-come, first-served basis. Space and aide availability may be limited at peak times so submit your request forms as early as possible.
  - If the entire term's test schedule is known, you may submit all request forms at the beginning of the term, however, rooms for test will be scheduled the week before the scheduled test date and not for the entire term.
  - If instructions for returning the exam are left blank, the DS Office will keep the test materials until directions from the instructor are received.
  - Students are asked to check their Riverhawk Web email account regularly for appointment confirmations and messages about appointment conflicts and respond promptly. If you have submitted a request form and have not received a confirmation, contact Danielle Haskett or Nancy Hart.
  - POP QUIZES: If you don't want your student to know about an exam, contact Danielle Haskett or Nancy Hart to make arrangements. Time deadlines still apply.
  - Students may not reschedule a missed exam appointment without instructor approval.
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**QUESTIONS ABOUT TEST ACCOMMODATION SERVICE:**

Danielle Haskett (541)440-7655 or Danielle.Haskett@umpqua .edu  
Nancy Hart (541)440-7659 or Nancy.Hart@umpqua.edu