

Testing and Oral Test Reading Transmittal Form

- 1) Please provide 2 copies of the exam (one for the student, and one for the test reader) to the Center for Accessibility and Neurodiversity prior to the scheduled exam. Please indicate the amount of time given to other students for this exam, as well as other directions that are applicable for this particular exam/quiz.
- 2) You have 3 options when it comes to providing the exam/quiz to the Center for Accessibility and Neurodiversity:
 - a) Hand deliver to the office
 - b) Mail, via campus mail
 - c) Email: Tina Hardy at tina_hardy@ivcc.edu
*Please title the email: Student Exam, Course and Section #
- 3) You will need to fill out this form and return it with the 2 copies of the exam/quiz. If you wish to send your exam/quiz electronically, please send your exam/quiz and this sheet as attachments to your email.

Student's Name

Test Date

Test Time

Course

Section

Professor/Instructor

Phone

Amount of time students in class are given to take exam/quiz

Aids allowed:

Yes

No

Calculator

Book(s)

Notes

Other

Any additional instructions

Upon completion, please indicate how you would like the test returned

Campus Mail

Pick-up from the CAN Office (C-211)

COMPUTER Exam

In the event the student does not keep the appointment to test, is the exam/quiz to be rescheduled?

Yes

No

Contact instructor to discuss if test may be rescheduled

Office Use Only:

Date exam/quiz Returned _____

Method of Return

Campus Mail

Pick Up from CAN (C-211)

Computer Exam

Print