

It is the student's responsibility to request exam accommodations from professors one week in advance and to make exam arrangements which allow adequate time to complete the exam within SDS office hours of 8:30-5:00 Monday through Friday.

Student Disability Services

4600 Sunset Avenue
 Indianapolis, Indiana 46208-3485
 (317) 940-9308
 Fax: (317) 940-9036

ACCOMMODATION REQUEST FORM

Student: _____ Date of Exam: _____

Professor: _____ Course: _____

This student has requested that an examination or quiz be administered by Student Disability Services. Unless you object to this request, please complete the following so that we can make the necessary accommodation arrangements. Please contact Michele Atterson at 9308 with questions or concerns.

Receipt of the Exam – Place exam in sealed envelope marked confidential and address to: Michele Atterson

Professor will deliver exam to JH 136 on _____

Professor will email exam to sds@butler.edu by _____

Completed Exam

The completed exam will be picked up by professor in JH 136 on _____

Or Professor will call 940-9308 to request completed exam delivery when Professor is in office.

Exam Time

What time should the exam begin? _____

How much time will the rest of the class be given to complete the exam? _____

Disability Services will calculate the appropriate amount of extended time based on the amount of time given to the rest of the class.

Professor Authorizes: Please initial to authorize any of the following available to the rest of the class.

Accommodated exams can be lengthy. Professor authorizes restroom break: Yes _____ No _____

Extra Paper: Yes _____ No _____ Open Notes: Yes _____ No _____ Other: _____

Calculator: Yes _____ No _____ Open Book: Yes _____ No _____ _____

Spell Checker: Yes _____ No _____ Dictionary: Yes _____ No _____ _____

Notes/Formula: Yes _____ No _____ Internet: Yes _____ No _____ Word Processing: Yes _____ No _____

Professor's Signature: _____ Date: _____

If clarification is needed during exam, whom should we contact? Name _____ Ext. _____

For Disability Services Use Only:

Date Exam Received:	Time Started:	Date Exam Taken:	Accommodations Received:
Test Delivery:	Stop Time:	Testing location:	
Test Return:	Time Ended:	Proctor:	

ACCOMMODATED EXAM
LATE/NO SHOW REPORT

This information is provided as a courtesy for your records. The student was _____ late, OR _____
_____ a no-show for a scheduled exam in the office of Student Disability Services.

Any comments or questions the instructor may have should be directed to Michele Atterson, Director
of Student Disability Services, at x9308 or matterso@butler.edu.

ACCOMMODATED EXAM COMMENT FORM

Unlike the regular class, students using an accommodation to take an exam in the office of Student Disability Services do not have ready access to the instructor if they have questions during administration of the exam. Disability Services staff are not permitted to answer any exam-related questions. Students' questions may be addressed in one of the following ways:

- A member of the Disability Services staff will attempt to place one call to the instructor or departmental staff on the student's behalf, and if someone can be reached, the student may ask his or her question.

Date and time of call _____ Staff member's initials _____

- If the instructor or departmental contact is unavailable, the student may use this form to write a note with their question to be included in the exam packet, or to make any other comments they may have.

Any comments or questions the instructor may have should be directed to Michele Atterson, Director
of Student Disability Services, at x9308 or matterso@butler.edu.

COMMENTS: _____

ACCOMMODATED EXAM
RESTROOM REPORT

This information is provided as a courtesy for your records. The student left the testing center for a restroom break during
the course of the exam:

Time out _____ Time in _____
Time out _____ Time in _____
Time out _____ Time in _____

Any comments or questions the instructor may have should be directed to Michele Atterson, Director
of Student Disability Services, at x9308 or matterso@butler.edu.