ACCESS (Disability Services) – Wolfson Campus
Faculty Testing Request

This form is to be filled out by faculty to facilitate the testing of eligible students with disabilities in the Wolfson ACCESS or Testing offices as indicated in the Instructor Notification Form provided to you by the student. If a student requests disability-related testing accommodations but has not provided an Instructor Notification Form, please direct the student to contact ACCESS at (305) 237-3072 or by visiting Room 1180.

Kindly deliver all testing materials with this Faculty Testing Request to ACCESS, Room 1180, at least **48 hours prior**. Testing materials and the Faculty Testing Request form may also be emailed to waccess@mdc.edu. ACCESS staff monitor this email address during regular business hours.

FACULTY AND COURSE INFORMATION

Faculty Name (Print): _____   Faculty Email: _____

Faculty Office Phone Number: _____   Faculty Cell Phone: _____

Course ID: _____   Course Reference Number: _____

STUDENT INFORMATION

Student Name: _____   Student MDC ID (Last Four Digits): _____

TEST INFORMATION

Actual In-Class Test Date: _____   Actual In-Class Test Time: _____

Actual In-Class Test Duration: _____

Alternate Date or Time Student is permitted to take the Test: _____

Virtual College or Online Test (e.g., Blackboard, Pearson): O Yes   O No

If yes, please note test password if applicable: _____

Test Session Options:

Options	Allowed	Not Allowed
Calculator	☐	☐
Scratch Paper	☐	☐
Restroom Break	☐	☐

Specific Test Instructions or Comments (e.g., use of notes, open book, formula card or sheet, etc.):
_____
_____
_____

TEST MATERIAL RETURN INFORMATION

Test Material Return Method:

- o   Hold For Professor Pick-Up
- o   Return to Department Office: Room Number _____
- o   Other: _____

STUDENT AUXILARY AIDS AND SERVICES

Select all that apply:

- o Extended Time
- o Private room
- o Reader
- o Scribe
- o Proctored Testing with Scribe/Proctor assistance
- o Proctored Testing with Computer assistance
- o JAWS
- o Zoom Text
- o CCTV
- o Other: _____