

Accommodated Exam Request Form (BLUE SHEET)

PSU-Center for Student Accommodations 213 Russ Hall, 1701 South Broadway; Pittsburg, KS 66762

Phone: (620) 235-4309 or (620) 235-6584 Fax: (620) 235-6582

<http://www.pittstate.edu/office/center-for-student-accommodations/index.dot>

STUDENT SECTION: It is your responsibility to accurately complete this form. Exam forms should be turned in 48 hours prior to the exam. FINAL EXAM FORMS must be completed and turned in 1 week prior to the Final Exam. See reverse side for student policies.

Student Name: _____ ID#: _____ Phone: _____

Course Title & #: _____ Inst. Name: _____

Date of Exam: M T W TH F Date: _____ Time of Exam: _____ AM PM

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Date of Exam: M T W TH F Date: _____ Time of Exam: _____ AM PM

FINAL EXAM

Date of Exam: M T W TH F Date: _____ Time of Exam: _____ AM PM

Changes to the date and time exams are scheduled must be approved by the instructor. Keep a copy for your records.

Reason for testing at a different time/date as the class (i.e Student has a class conflict):

Student Signature: _____

Note to Instructors: Please complete each portion of the following section. Instructors are responsible for ensuring the Center for Student Accommodations receives a copy of the exam. Unless otherwise specified, exams will be hand delivered by 4:30 PM on the day of the exam. Exams completed by 4:30 PM or shortly after will be returned the following day. See reverse side for the instructor policies and guidelines. Keep a copy for your records.

EXAM INFORMATION

Exam Length (Indicate amt. of time allowed in class) _____ min **Scantron Required?** Yes No

Exam must be completed by: Date: _____ Time: _____

ALLOWED (Initial all applicable)

None Textbook Calculator Formulas Computer/Canvas/Respondus Laptop/Tablet Notes

Note Card – Size: _____

Special Instructions: _____

EXAM DELIVERY

- Instructor Delivery
- Student Worker/GA delivers the exam
- Student picks up exam in a sealed envelope
- E-mail csa@pittstate.edu

EXAM RETURN

- Hold for professor pick-up
- CSA staff deliver exam

For Office Use: Date Received: _____ Initials: _____

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Student Policies:

- It is your responsibility to complete the Exam Request Form and return the form to the Center for Student Accommodations (213 Russ) in a timely manner.
- Any alterations or forgery to the Exam Request Form is a violation of Pittsburg State University Student Conduct Code and will be subject to sanctions authorized by the code.
- It is your responsibility to contact the Center for Student Accommodations in advance if you will not be coming in at your scheduled time to take an exam.
- If you do not show to take the exam at the Center for Student Accommodations due to emergencies, illness, family matters, etc. then it is your responsibility to contact your professor in order to reschedule your exam.
- If you need to reschedule to take an exam at the Center for Student Accommodations then you must complete a Change Exam Request Form and return it to the Center for Student Accommodations. An instructor's signature is required. (The Change Exam Request Form is accessible via Pittsburg State University website or you can stop by the office at 213 Russ Hall.)
- If your instructor has changed the date and/or time of the exam, then you must complete the Change Exam Request Form and return it to the Center for Student Accommodations. No instructor signature is needed.
- It is your responsibility to remember the dates and times you are scheduled to take an exam at the Center for Student Accommodations. (We recommend keeping a copy of this form for your records.)
- It is your responsibility to communicate with your instructors throughout the semester regarding your accommodations.

Faculty Policies:

- It is your responsibility to complete your portion of the Exam Request Form and return it to the student.
- It is your responsibility that the Center for Student Accommodations receives a copy of the exam, preferably 1 day in advance of the scheduled exam date. All exam materials are considered confidential and will be kept in a secure location until testing.
- It is your responsibility to notify the student if the exam date has changed (from previous mentioned or stated on the syllabus).
- Instructors should notify the Center for Student Accommodations if there are changes to the existing Exam Request Form (i.e., special instructions).
- Exam accommodations for students taking night classes are only available on Monday – Friday from 8:00 AM to 4:30 PM during the fall and spring semesters. Professors requiring students to complete exams outside of these hours should contact CSA about other options.
- Instructors must provide the reasonable accommodations stated on the student's Accommodation Letter according to the Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If there are questions or you feel that an accommodation may change the foundation of your course then please contact the Coordinator at ext. 6584.

Pop quizzes are an exception to the rule when scheduling with the Center for Student Accommodations. You are not required to fill out an Exam Request Form for pop quizzes.

If there are any questions or concerns at any time during the semester please feel free to contact CSA.

For Office Use: Date Received: _____ Initials: _____