

Student: Blue
Instructor: Red

Disability Support Services (DSS) EXTENDED TEST TIME FORM

Date Received: _____
Staff Initials: _____

(Student Section, please print)

STUDENT NAME: _____ SEMESTER: FALL 2009

COURSE & NUMBER: _____ INSTRUCTOR NAME: _____

INSTRUCTOR'S SECTION

TEST TYPE INFORMATION: (circle) Quiz Regular Test Final Test

TEST DEADLINE: _____ **No. of Pages:** _____

Instructor's Signature: _____

Form and test may also be faxed to (210) 486-3021 or emailed to pac-dsctest@alamo.edu.

Please include all instructions if emailed.

Aids/Materials Instructor Will Allow For This Type of Test:

____ Open book allowed ____ Calculator allowed ____ Computer allowed
____ No open book allowed ____ No calculator allowed ____ No computer allowed
____ Class notes allowed ____ Formulas allowed ____ Scratch paper allowed
____ No class notes allowed ____ No formulas allowed ____ No scratch paper allowed
____ Scantron If yes, what type: _____

If needed, will you allow student to use the restroom during the test? YES () NO ()

Out _____ In _____ Student Initials _____

Test Time Limit in Class: _____ Hours _____ Minutes (DSS will calculate any extended time)

(Colleges/Universities normally provide time and a half to two times the amount of time it would take for a quiz/test taken during class.)

Comments: _____

Would you like a courtesy call when the student completes the test? yes ____ no ____ Ext. _____

PICK UP TEST AT DSS ____ **OR** **RETURN TEST - PONY MAIL** ____

DSS Office Use Only

Group () Individual ()
Placement/TSI ()

TEST ACCOMMODATIONS

A TEST SITE MONITOR IS PRESENT DURING THE TEST/QUIZ

BEGIN TIME: _____ End Time: _____ Test Location: _____

SERVICE PROVIDED: ETT _____ Reader _____ Scribe _____ Proctor _____ Interpreter _____

Calculator _____ Other _____

Returned to: _____ Returned on Pony: _____
Signature Date Staff Initials Date

Disability Support Services (DSS)
Location: General Education, Room 139
Phone: 210-486-3020 210-486-3023 Fax: 210-486-3021

INSTRUCTIONS FOR EXTENDED TEST TIME

FOR THE STUDENT:

- Fill out the top section. Please print.
- Take the completed form to your instructor.
- Individual Testers: call or visit DSS to schedule your test.

DSS Office hours for FALL 2009:

Monday, Wednesday, Friday 8:00 a.m.-5:00 p.m.

Tuesday & Thursday 8:00 a.m.-6:00 p.m.

- Group Testers: Take your test in the Assessment Center, SWF 102

TESTING CENTER TESTING TIMES

Tests will be administered to students during the following times.*

Monday-Thursday: 8 am – 7 pm. Students may walk in anytime after 9:00 but should arrive before 6:00 pm

Friday: 8 am – 5 pm. Students may walk in anytime after 9:00 but should arrive before 4:00 pm

Saturday: 9 am – 11 am. This will be by appointment. Seats will be limited to 26

*With the exception of the following dates and/or times: Sep 7th, Nov 26th-28th, and Dec 19th when the college will be closed. The Testing Center will close at 5:00 pm on Nov 25th.

FOR THE INSTRUCTOR:

- Fill out the instructor's section completely.
- Take the completed form and test to the **DSS Office, GE 139**. (If your student is a group tester, the test will be forwarded to the Testing Center and then returned to DSS when the test is completed by the student).
- Form and test may also be faxed to (210) 486-3021 or test may be emailed to pac-dsstest@alamo.edu (include all instructions by email)

To ensure test integrity, hand deliver to a staff member of the DSS **at least 3 working days** before test deadline so that accommodations can be effectively arranged. Thank you for your assistance.