



VCU Student Affairs

Disability Support Services (DSS) Testing Form

Disability Support Services

907 Floyd Ave., Room 102
 Richmond, VA 23284
Phone: (804) 828-2253 **Fax:** (804) 828-1944
Email: dss@vcu.edu
Web: students.vcu.edu/dss

STUDENT NAME: _____ **COURSE NAME/NUMBER:** _____
INSTRUCTOR NAME: _____ **PROF. PH# (OFFICE/CELL DURING TESTING):** _____

1. Method of Exam Delivery to DSS:

- Date Delivered: _____ via In Person E-mail Other: _____

2. Method of Exam Return to Professor:

- Professor will Pick Up E-mail (EID: _____) Other: _____
- T.A. or designee to pick up: _____

3. Professor Approved Test Aides:

- NONE Breaks (bathroom/snack) Open Book
- Calculator (Basic) Calculator (Scientific) Calculator (Graphing)
- Formula Sheet Use of Computer Notes
- Scantron/gradelT Blue Book Other: _____

4. Testing Specifics

- Student must test on the same day and approximate time as the class (i.e. within 60 min of start time)
 Date: _____ Time: _____
- Student can test at any time, so long as it is on the same day
- Student can test on a different day within the time frame specified below
 Date: _____ and Date: _____

5. Additional testing information (i.e. passwords): _____

6. Length of time class has to take the test (without accommodations): _____

INSTRUCTOR SIGNATURE: _____ **DATE:** _____
REQUIRED UNLESS DELIVERED VIA INSTRUCTOR VCU E-MAIL

DSS Office Use Only:

- Testing Environment: Private Reduced Distraction General
- Extended Time: NONE x1.5 x2 Other: _____
- Total Test Time (with accommodation): _____ hr _____ mins

Accommodations Approved by DSS:

- None Scribe Reader
- Large Font Print on Colored Paper No Scantron
- Calculator (Basic) Screen Reading Software CCTV
- Use of Computer: Word Processing Extra Scratch Paper Other _____

Date: _____ Start Time: _____ Maximum End Time: _____ Actual End Time: _____

Testing Notes: _____

Signature of person proctoring exam: _____

RETURN METHOD: _____ **DATE:** _____ **INITIALS:** _____ **INSTRUCTOR SIGNATURE (PICK UP ONLY)** _____

For additional copies of the DSS Testing Form, please visit our website at <https://students.vcu.edu/dss/>.