

# SOUTHWESTERN ILLINOIS COLLEGE DISABILITY & ACCESS CENTER

## Test/Quiz Accommodation Form

**Step 1: For The STUDENT** – Complete Step 1. Schedule an appointment in the Disability & Access Center (DAC) by calling (618) 235-2700, ext. 5368 and **give this form to your instructor at least three (3) business days prior to a test or quiz.** If less time is provided, it may not be possible to make adequate arrangements to assure the availability of accommodated testing.

Student's Name \_\_\_\_\_ Student's ID# \_\_\_\_\_  
Student's Class \_\_\_\_\_ Class Time: Starts & Ends at \_\_\_\_\_  
Date of Test Scheduled in DAC \_\_\_\_\_ Time of Test Scheduled in DAC \_\_\_\_\_

**Step 2: For The INSTRUCTOR** – Complete Step 2. **Attach this form to the test or quiz before delivering or e-mailing it to [DisabilityandAccessCenter@swic.edu](mailto:DisabilityandAccessCenter@swic.edu).** A locked drop box is also available outside the DAC offices at BC (ISB Rm 1145) & SWGCC (Rm 424) for your convenience. For any questions or concerns, call extension 5368. Please do not deliver the test to the Testing Center in the LAC at BC or Testing Center at SWGCC. All other campuses, call extension 5368 to make delivery arrangements. In addition, when the test is complete, shred or secure this form in a confidential file.

Instructor's Name \_\_\_\_\_ Telephone Contact # \_\_\_\_\_  
Course Prefix and # \_\_\_\_\_  
Earliest date student can take the test \_\_\_\_\_ Latest date student can take the test \_\_\_\_\_

Testing Time Allotted in Class \_\_\_\_\_

Specifically, check mark and fill out the aids the **ENTIRE** class may use for the test/quiz:

\_\_\_\_ Calculator (type) \_\_\_\_\_ Formula Sheet (size & # of sheets) \_\_\_\_\_  
\_\_\_\_ Note Card (size & # of cards) \_\_\_\_\_ Notes (size & # of pages) \_\_\_\_\_  
\_\_\_\_ Open Book (# of books) \_\_\_\_\_ Other Aids (specify) \_\_\_\_\_

\* SPECIAL INSTRUCTIONS \_\_\_\_\_

### TEST/QUIZ RETURN:

- **BC** – The instructor, or a designee, will pick up the test from the Disability & Access Center in room 1145 in the Information Sciences Building (ISB). *Office hours:* Monday – Thursday, 8 a.m. – 5 p.m. and Friday, 8 a.m. – 4 p.m. A signature will be required upon pick up (see reverse side). **NOTE: The DAC will keep tests, and testing materials, until the next semester begins.**
- **SWGCC, RBC, and ESLCCC** – Upon completion, the test proctor will return the test to the designated area. A signature will be required upon return (see reverse side).

### **Step 3: For The DISABILITY & ACCESS CENTER STAFF:**

Date Test Taken in the Disability & Access Center \_\_\_\_\_ Campus Location \_\_\_\_\_

Time Started \_\_\_\_\_ Checked Eligible Accommodation(s) Before Starting Test \_\_\_\_\_

Time Completed \_\_\_\_\_ Student Did Not Show Up For The Test \_\_\_\_\_

Approved accommodations and class aids provided to the entire class that were used during the test:

Calculator \_\_\_\_\_ Note Card \_\_\_\_\_ Reader \_\_\_\_\_ Spell Checker \_\_\_\_\_  
Enlarged Test \_\_\_\_\_ Notes \_\_\_\_\_ Reduced Distraction Environment \_\_\_\_\_  
Extended Time \_\_\_\_\_ Open Book \_\_\_\_\_ Scribe \_\_\_\_\_  
Formula Sheet \_\_\_\_\_ Other Aids (specify) \_\_\_\_\_

Test Proctored By \_\_\_\_\_ Student Did Not Use These Accommodation(s): \_\_\_\_\_

*To ensure the integrity of the testing environment, all testing in the Disability & Access Center is monitored.*

# DISABILITY & ACCESS CENTER OFFICE USE ONLY:

✓ **APPROVED ACCOMMODATIONS AND CLASS AIDS FOR TESTING** (Check mark all that apply):

Breaks _____	Food _____	Other Aids (specify) _____
Calculator _____	Formula Sheet _____	_____
Dark Glasses _____	Headphones _____	Paper/Pencil Test _____
Drink _____	High Back Chair _____	Reader _____
Enlarged Test _____	Magnification System _____	Reduced Distraction Environment _____
Extended Time: _____	Note Card _____	Scribe _____ Stand/Walk _____
• Double _____	Notes _____	Spell Checker _____ Test Alone _____
• Other _____	Open Book _____	Split Test _____ Zoomtext _____
(Specify)		

✓ **STATUS:** Perkins \_\_\_\_\_ Possible Perkins (Undecided) \_\_\_\_\_ Transfer \_\_\_\_\_

✓ **DISABILITY & ACCESS CENTER STAFF RETURNING THIS FORM:** For Sam Wolf Granite City Campus, Red Bud Campus, and East St. Louis Community College Center, return the completed Test/Quiz Accommodation Form to the Disability & Access Center at the Belleville Campus.

**For all campuses,** this is to verify that the student's test and materials have been delivered to/or picked up by the instructor or a designated instructional staff member.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**For electronic test submission, check here:**

Date test was e-mailed to the instructor: \_\_\_\_\_

Per the instructor's request, the test and materials were returned in the morning inter-campus mail.

In addition, and for confidentiality, this Test/Quiz Accommodation Form is *electronically* returned from the DAC e-mail to the instructor.\*

Date Returned \_\_\_\_\_

DAC STAFF  
Signature \_\_\_\_\_

\*NOTE: See G-drive to copy, paste, and fill out the e-mail statement that will be sent to the instructor. File name is titled, "Electronic Test/Quiz Accommodation Form."

DAC staff returning the test at SWGCC, RBC, and ESLCCC: \_\_\_\_\_

Besides the test, the following was returned: \_\_\_\_\_

**DAC DATABASE:**

Entered – Staff's Signature \_\_\_\_\_