HACC - ods
Student Testing Accommodation Request
For Phone Messages Call: 717-358-2265
**ODS Proctors are Located in Main 327**
Email: djdoersc@hacc.edu or vlvanhis@hacc.edu

***THREE SCHOOL DAYS NOTICE REQUIRED*** (SEE BACK)

To Be Completed By Student:  
Today’s Date: ____________________
Student’s Name: ___________________________  HACC ID#: ____________
Student’s Phone Number: ________________________  Email: ____________________________
Instructor: _______________________________  Course Title & Number: ____________________________
(Use abbreviated version, for example MATH 103, ENGL 101)
Regular In-Class Exam Date: ___________ Time: ___________ Mon Tues Wed Thurs Fri
Your Requested * Test Date: ___________ Time: ___________ Mon Tues Wed Thurs Fri

* Same day is preferred!!!

Accommodations needed for this test (please check all that apply):

_____Limited Distraction  _____Extended Time  _____Computer  ________________ Other
_____Reader  _____Calculator  _____Scribe  _____Interpreter  _____Oral Clarification

Testing Dates and Times Available:

| Mondays | 8:00 am - 5:00*pm |
| Todays | 8:00 am - 5:00*pm |
| Wednesdays | 8:00 am - 5:00*pm |
| Thursdays | 8:00 am - 5:00*pm |
| Fridays | 8:00 am - 4:00* pm |

*Note: Testing ends at 4pm on Fridays

To Be Completed By Instructor:

Complete bottom portion only. **Student is responsible to drop the form in Drop Box outside Main 327 three (3) working days prior to the test.** Chart on back of this sheet lists deadlines.

Note: ODS will send an email reminder to instructors. This form is not your reminder!

When the test is ready, instructors may provide the exam and instructions to ODS by:

- Campus Mail to Main 327 (Donna Doerschuk)
- Email to vlvanhis@hacc.edu and djdoersc@hacc.edu
- Drop Box Outside Main 327 (place exam in a sealed envelope)

The date and time listed above for this test has been approved.  YES_______  NO _______

Please indicate the time allowed for the test/quiz for the regular class: ________Hr. ________Min.

INSTRUCTOR SIGNATURE________________________________________________ DATE________________

Check items that apply to this test:

_____ Notes allowed  _____ Calculator allowed  ________________ Other
_____ Open Book  _____ All test materials must be returned (including scratch paper)

Test Completed: Date ____________________ Time ____________________
Testing Procedures

Treat the blue sheet like a dinner reservation!

It does the same thing – reserves a testing table for you!

- Requests for testing accommodations should be made as early as possible! (Check your course syllabus!)
- Complete the upper half of the blue test request form and take it to your instructor for approval and his/her signature.

Place the completed form in ODS TESTING Drop Box OUTSIDE Main 327. Please do not leave the test request form in your instructor’s mailbox. It is STUDENTS responsibility to submit the form on time.

The completed test request form should be in ODS TESTING drop box at least 3 school days prior to the test date.

If your test is on Monday the form is due by Wednesday of the prior week.

If your test is on Tuesday the form is due by Thursday of the prior week.

If your test is on Wednesday the form is due by Friday of the prior week.

If your test is on Thursday the form is due by Monday of the same week.

If your test is on Friday the form is due by Tuesday of the same week.