STUDENT DISABILITY SERVICES
1801 Fayetteville Street, Suite G-20, Student Services Bldg. ◆ Durham, NC 27707
919-530-6325 or 919-530-6135 ☏ ◆ 919-530-6938 🖷 ◆ studentdisabilityservices@nccu.edu

ALTERATIVE TESTING GUIDELINES

Student	Professor/Instructor	Student Disability Services
❋ When test is announced, **discuss testing in the SDS Office with your Professor or Instructor** and **receive approval and preferred test date** to schedule with SDS ❋ **Complete SDS Testing Modifications Form** and present to test scheduler and make testing appointment **3 days in advance** ❋ Arrive promptly at Suite G-20, Student Services Bldg., and **take test**	❋ Discuss student's requests for approval to test in the SDS Office ❋ **Complete Test Instruction portion of this form below and provide test** to the SDS Office by email (klee@nccu.edu or bcox@nccu.edu) fax (**919-530-6938**, or hand delivery, to Suite G-20 (Offices G-18 or G-22), Student Services Bldg., **at least 24 hours before scheduled test date**	❋ Collect Test ❋ Administer Test ❋ Return Test

Students:

- See above instructions in the *Students* column. **Remember 3 days advance notice is required to schedule testing in the SDS Office.**
- If an emergency causes you to miss your scheduled appointment, contact an SDS Team Member and email your Instructor of the new intended test date. You will only be allowed one re-schedule in the SDS Office. If you miss your re-schedule date, you will be asked to schedule that test with your Professor or Instructor.
- Special instructions such as notes, textbooks, calculators, etc., must be indicated by your instructor on the Test Instruction portion of this form below. Exceptions will not be permitted.

Professors/Instructors: Please complete the TEST INSTRUCTION portion of this form here and attach or submit with the Test:

Class Exam Date: _____

Amount of time **class** will be allowed for this test: _____

May the student use:

Notes? ..... Yes □ No □ Textbook? ..... Yes □ No □
Calculator? ..... Yes □ No □ Computer? …….. .....Yes □ No □
Other?.....Yes □ No □

How should the SDS Office return the completed exam to you?

Intra-dept mail? □ Campus Bldg & Office #: _____

Scan and email? □ Email address: _____

Fax? □ Fax number:_____

Other? □ _____