



STUDENT ACCESS &
ACCOMMODATION SERVICES

Testing outside of the classroom or department is warranted only if circumstances prevent the instructor from making localized arrangements or if the student needs assistive technology. It is the responsibility of the student to schedule exams with SAAS. Student's failure to schedule an exam in advance may result in SAAS being unable to accommodate the requested time and date for the exam. If the student is caught cheating, a screenshot will be captured, instructor notified, and accommodation in center may be revoked.

Student: _____ Exam Time _____

Course: _____ Exam Date _____

Time Class Allotted for Exam: _____

Student(s) is allowed to use the following.
Please *check* all that apply.

Textbook(s)

Notes may be used How many pages _____

Calculator may be used **Type** _____

Scratch paper may be used.

Other (explain) _____

Instructors' Name _____

Office Location _____

Phone Number _____

I wish to pick up the completed exam.

Scan and email the completed exam.

Intercampus mail

Exam to be completed online.

Passwords: _____

Review: _____

(SAAS Office use only)

Date Exam Received: _____

Date Exam Administered: _____ Time Started: _____ Ended: _____

Comments: _____

SAAS Staff Signature _____