

Accommodated Exam Request Form (BLUE SHEET)

PSU-Student Disability Services ~ Pick up and drop off blue sheet at the
H.W. Smith Student Success Center located at Axe Library - First Floor
Phone: 620-235-6578 Fax: 620-235-6582

<http://www.pittstate.edu/office/center-for-student-accommodations/index.dot>

STUDENT SECTION: It is your responsibility to accurately complete this form. Exam forms should be turned in 48 hours prior to the exam. FINAL EXAM FORMS must be completed and turned in 1 week prior to the Final Exam. See reverse side for student policies.

Student Name: _____ ID#: _____ Phone: _____

Course Title & #: _____ Instructor Name: _____

Date of Exam: M T W TH F Date: _____

Time of Exam: _____ AM PM

Date of Exam: M T W TH F Date: _____

Time of Exam: _____ AM PM

Date of Exam: M T W TH F Date: _____

Time of Exam: _____ AM PM

Date of Exam: M T W TH F Date: _____

Time of Exam: _____ AM PM

FINAL EXAM

Date of Exam: M T W TH F Date: _____

Time of Exam: _____ AM PM

Changes to the date and time exams are scheduled must be approved by the instructor. Keep a copy for your records.

Reason for testing at a different time/date as the class:

Note to Instructors: Please complete each portion of the following section. Instructors are responsible for ensuring Student Disability Services receives a copy of the exam. Unless otherwise specified, exams will be hand delivered by 4:30 PM on the day of the exam. Exams completed by 4:30 PM or shortly after will be returned the following day. See reverse side for the instructor policies and guidelines. Keep a copy for your records.

EXAM INFORMATION

Exam Length (Indicate amt. of time allowed in class) _____ min **Scantron Required?** Yes No

Exam must be completed by: Date: _____ Time: _____

ALLOWED (Initial all applicable)

None Textbook Calculator Formulas Computer/Canvas/Respondus Laptop/Tablet Notes
 Note Card – Size: _____

Other Instructions: _____

EXAM DELIVERY

- Instructor Delivery
- Student Worker/GA delivers the exam
- Student picks up exam in a sealed envelope
- E-mail disabilityservices@pittstate.edu

EXAM RETURN

- Hold for professor pick-up
- SDS staff deliver exam

Instructor Approval: _____

Instructor Signature

Date

POLICIES - Accommodated Exam Request Form (BLUE SHEET)

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Student Policies:

- It is your responsibility to complete the Exam Request Form and return the form to Student Disability Services in a timely manner.
- Any alterations or forgery to the Exam Request Form is a violation of Pittsburg State University Student Conduct Code and will be subject to sanctions authorized by the code.
- It is your responsibility to contact Student Disability Services in advance if you will not be coming in at your scheduled time to take an exam.
- If you do not show to take the exam at Student Disability Services due to emergencies, illness, family matters, etc. then it is your responsibility to contact your professor in order to reschedule your exam. Student Disability Services will inform the instructor of your missed appointment.
- If you need to reschedule to take an exam at Student Disability Services then you must contact Student Disability Services with this information. **The instructor's approval is required.**
- If your instructor has changed the date and/or time of the exam, then you must contact Student Disability Services. No instructor signature is needed.
- It is your responsibility to remember the dates and times you are scheduled to take an exam with Student Disability Services. (We recommend keeping a copy of this form for your records.)
- It is your responsibility to communicate with your instructors throughout the semester regarding your accommodations.

Faculty Policies:

- It is your responsibility to complete your portion of the Exam Request Form and return it to the student.
- It is your responsibility that Student Disability Services receives a copy of the exam, preferably 1 day in advance of the scheduled exam date. All exam materials are considered confidential and will be kept in a secure location until testing.
- It is your responsibility to notify the student if the exam date has changed (from previous mentioned or stated on the syllabus).
- Instructors should notify Student Accommodations if there are changes to the existing Exam Request Form (i.e., special instructions).
- Exam accommodations for students taking night classes are only available on Monday – Friday from 8:00 AM to 4:30 PM during the fall and spring semesters. Professors requiring students to complete exams outside of these hours should contact Student Disability Services about other options.
- Instructors must provide the reasonable accommodations stated on the student's Accommodation Letter according to the Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If there are questions or you feel that an accommodation may change the foundation of your course then please contact the Coordinator at ext. 6578.

Pop quizzes are an exception to the rule when scheduling with the Student Accommodations. You are not required to fill out an Exam Request Form for pop quizzes.