

Exam/Test Request Form
Office of Counseling & Disability Services (OCDS)

NW Fidel 1st floor Room, 150 • Phone: 575-835-6619 • Fax: 575-835-6001

www.nmt.edu/counseling-services

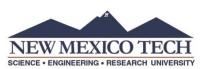
disability@nmt.edu

Student Responsibilities •

Complete this section.

- Work with instructor to determine test date and start time (see below).
 - You must enter a specific date and time-do not write "anytime."
- Return this form to the OCDS office at **least two days prior** to scheduled test date.
- Show up at your scheduled time to take the exam.
 - If you are more than 15 minutes late, you will not be allowed to test. Call the office at 835-6619
- Any changes to test date/time must be made at least one day prior to test.
 - You are responsible for confirming rescheduled time with instructor.

Student name: Course:	Today's date:	
Student phone:	Student e-mail:	
By signing you agree you have received and understand the Exam/Test Request form instructions Student signature:		
Instructor Responsibilities •		
Complete this section.		
• Work with student to determine test date and start time (s	ee below).	
 Enter regular exam length and other exam parameter 	·s.	
 Deliver exam to the OCDS office at least one day prior delivery (do not send via examinee). 	to scheduled exam	via fax, e-mail or hand-
• Completed exams will be returned or picked-up within or	ne business day.	
- Please ensure you write in how it may be returned	(in person, secretar	ry, campus mail, fax, etc.).
Instructor name:	Instructor phone:	
Today's date:		
Name/place to return completed exam:		
Return exams via:		
Instructor signature:		
Exam details		
Exam date:	Regular exam length (minutes):	
Exam time (allow enough time to be completed before 5 p.m.):	St	rudent has: 3x, 2x, or 1.5 time for exams (circle one)
Permitted testing aids (please check):		
☐ Open notes ☐ Open book ☐	Calculator	☐ Formula sheet
☐ Other:		
OCDS Staff Only:		
Initials: Date form received: I		
Initials: Date/Time exam started: I	nitials:	Time evam stonned:
Initials: Date/Time exam returned:		Time cam stopped.



Exam/Test Request

Instructions

Office of Counseling & Disability Services (OCDS) NW Fidel 1st floor Room, 150 • Phone: 575-835-6619 • Fax: 835-6001

www.nmt.edu/counseling-services disability@nmt.edu

Student is responsible for:

- Picking up a copy of the Exam/Test Request Form at OCDS in NW Fidel 1st floor. Room #150
- Completing the student section of the form.
- Working with the instructor to set up a test date and time.
 - A specific time must be written down so that OCDS can schedule the student in.
 - The exam must be scheduled early enough so the student can have full time to complete the exam before 5 p.m. Therefore, if the exam is 60 minutes long, and the student has double time, then the exam must start before 3 p.m.
- Taking the exam at the scheduled time.
 - After 15 minutes of schedule start time, if student has not arrived, exam will be returned to instructor.
 - If student is running a few minutes late, the student must call the office at 835-6619.
- If exam must be rescheduled, the student is responsible for confirming new exam date/time with instructor **before** calling the office to reschedule.
- Leaving all non-exam materials outside the exam room (eg: books, cell phones, backpacks).
- Complying with the University's honor code.

The instructor is responsible for:

- Working with the student to schedule a date and time.
- Entering the exam time limit: how many minutes are you giving all the students, generally, to complete the exam? OCDS office will calculate out any extended time—as described in the Accommodations Form.
- Entering other exam parameters (test aides or other special instructions).
- Completing the instructor section of the Exam/Test Request Form. You may ask the student to complete all but the signature of this section. (For your convenience the exam/test request form is on our website on top).
- Getting exam materials to the OCDS at least one day before the scheduled exam date. Exams may be:
 - E-mailed to disability@nmt.edu
 - Faxed to 835-6001
 - Hand-delivered to OCDS-please do not send exam with student
- Listing any special examination aids students may use (calculators, books, notes, etc).

Office of Counseling & Disability Services is responsible for:

- Providing exam accommodations (OCDS will calculate any extended time).
- Administering the exam on the scheduled date and time.
- Proctoring/monitoring students.
- Returning completed exams to instructor within one day of completion—unless instructor requests that the exam be picked-up.
- Shredding exams not taken by the student two weeks after the test date.