NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

Office for Disability Services

575-835-6209
disability@nmt.edu
https://nmt.edu/disabilityservices.php

Student Complete this Section

- **Comply with the University's Academic Honesty Policy**
  - **Work with instructor to determine test date and start time - You must enter a specific date and time**
- **Return this form to the Office for Disability Services (ODS) at least 48 business hours prior to test date**
- **Arrive at your scheduled test time – exams should be scheduled between 8am – 5pm**
  - **For consideration of exceptions please email disability@nmt.edu or call 575-835-6209**
  - **If you are more than 15 minutes late you will not be allowed to test without approval of instructor**
- **Any changes to test date/time must be approved by instructor and notice given to ODS**

Date and time for exam_____ Course _____ Instructor _____

Student has _____ extra time Other Testing Accommodations _____

By signing you agree to follow all ODS Testing Regulations, the University Honor Code and understand that any infractions my result in disciplinary action.

_____ _____

Student Print Name Student Signature

Instructor Complete this Section

- **Work with the student to determine test date and time**
- **Enter regular exam length and other exam parameters**
- **Deliver exam to ODS office or email to disability@nmt.edu at least 24 hours prior to exam**
- **This form is available https://nmt.edu/disabilityservices.php as a PDF or Jotform**

Instructor Name _____ Instructor Phone _____ Course _____

How to contact instructor for questions during exam_____

Return Exam via (e.g. campus mail, email, canvas) _____To _____

Instructor Signature _____ Date _____

Exam Date _____ Exam Start Time _____ Regular Exam Length (minutes)_____

Type of Proctoring □ In Person □ Zoom

Permitted Items During Test (Please Check)

□ Open Notes □ Open Book □ Calculator □ Formula Sheet □ Scrap Paper

□ Other (Please Specify) _____

□ Special Instructions _____

ODS Staff Complete this Section

Date form received _____ Initials _____ Date Exam Received _____ Initials _____

Time Exam Started _____ Initials _____ Time Exam Finished _____ Initials _____

Date/Time Exam Returned _____ Initials _____ Returned Via _____

Receiver's Name _____

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

Office for Disability Services
575-835-6209
disability@nmt.edu
https://nmt.edu/disabilityservices.php

Student Responsibilities

- **Complete the student section of the Exam/Test Request form found on the website** https://nmt.edu/disabilityservices.php.
- **Work with the instructor to set up a test date and time**
  - A specific time must be given so that ODS can schedule the student. Exams may be scheduled during regular office hours: 8 am - 5 pm Monday - Friday. The exam should be scheduled to be completed by 5 pm.
  - If the exam needs to be proctored outside of regular office hours, send a request for arrangements to disability@nmt.edu or call 575-835-6209 at least 72 hours before the exam. Not all requests can be met; your instructor can always proctor your exam for you.
- **Take the exam at the scheduled time**
  - If you are more than 15 minutes late you will not be allowed to test without approval of instructor
  - The student is responsible for confirming a new date and time with instructor before contacting ODS to reschedule
  - If student is running a few minutes late, the student should call the office at 575-835-6209.
- **All non-exam materials will be left outside the exam room (books, cell phones, backpacks, etc.)**
- **The student will complete the Exam Regulation form each academic year, which will remain in their ODS file**
- **The student will complying with the University's Honor Code**

Instructor Responsibilities

- **Work with the student to schedule a date and time**
- **Enter the exam time limit:** how many minutes are you giving all students to complete the exam?
  - ODS office will calculate out extended time accommodations
- **Enter other exam parameters (test aides or other special instructions)**
- **Complete the instructor section of the Proctoring Request Form**
  - *For your convenience the Proctoring Request Form is on our website* https://nmt.edu/disabilityservices.php
- **Send exam materials to the ODS at least 24 hours before the scheduled exam date**
  - Exams may be:
  - E-mailed to disability@nmt.edu
  - Hand-delivered to ODS–please do not send exam with student
  - Available to student on Canvas at designated time

Office for Disability Service Responsibilities

- **Provide exam accommodations** (ODS will provide all approved testing accommodations)
- **Administer the exam on the scheduled date and time**
- **Proctoring/monitoring students**
- **Returning completed exams to instructor within two business days**

- Exams sent through campus mail are subject to their delivery schedule