The DSC Testing Accommodations Request Form

- Testing space is limited. This form must be completed and returned to the DSC 4 days prior to your exam to reserve your time and space. Late requests will be processed according to space and exam availability.
- You may use one form per course for all exams if the instructions, allowances, start time and test length are the same.
- Final exam requests must be submitted 2 weeks in advance using the Final Exam Testing Accommodations Form.

Special Note: Testing accommodations are available Monday through Friday, starting at 8:30 a.m. and ending at 6:00 p.m. Students enrolled in evening classes or who have additional time accommodations, may need alternative testing times due to schedule conflicts.

Name:____________________________________  E-mail: _____________________________@maine.edu

Course Number i.e. CON334: _________________  Professor: _____________________________________

Date of test: _______________________________ Time of test: ___________________________________

How much time does the class have to complete exam (DSC will calculate accommodated time): ________

Faculty Complete Remainder of Form

Exam Delivery Method – Please select one.

☐ Professor or designee will deliver the exam to the DSC, 242 Luther Bonney Hall.
☐ Professor or designee will email the exam to dsctests-usm@maine.edu.

Exam Return Method – Please select one. You may not create your own option.

☐ Scan the exam and e-mail to Professor at maine.edu address.
☐ Hold the test for Professor to pick up at the DSC, 242 Luther Bonney Hall.

Exam instructions and allowances – Please check all that apply.

☐ Computer for typing
☐ Computer for Blackboard/online exam
☐ Calculator
☐ Open books and notes
☐ Cell phone, smart phone, or tablet
☐ Scantron
☐ Blue book

☐ Dictionary or thesaurus
☐ Formula or cheat sheet; record parameters: _____________________________
☐ Periodic Table
☐ Scientific or Financial Calculator
☐ Other: _____________________________

Submit form to the DSC, 242 Luther Bonney Hall. Form may be e-mailed to dsctests-usm@maine.edu or faxed to 207-780-4403. Once the form is received, you and your Professor will receive an e-mail confirmation of date, time and allowances. Please review the confirmation carefully for any discrepancies. Students who miss their scheduled exam time are responsible for contacting their faculty to reschedule. The DSC will not reschedule an exam without phone or e-mail verification from the Professor.