**Students must make an appointment through the SAS Office if they wish to utilize SAS Alternative Testing accommodations. We require a minimum of four (4) business days advance notice on all exam/quiz(s) to ensure adequate accommodations. No student will be tested without an appointment.**

INSTRUCTOR: _______________________________________________________

COURSE: _____________________________________________________________________________

STUDENT NAME: __________________________________________________________

Date by which exam is to be completed: ____________________________________________________

NORMAL TEST TIME: ______________________________

Exam/Quiz Type:  □ Multiple Choice (1.5x) □ Essay (2.0x) □ Math (2.0x)  
□ Listening (2.0x)  □ Computer  □ Respondus Lockdown

Other: ________________________________

EXTENDED TEST TIME: ______________________________

Allowable exam assistance:  □ textbook  □ notebook  □ note cards  □ audio  
□ calculator  □ computer  □ reader/tape recorder

Other special instructions: _______________________________________________________________

Exam Time Started: ______________________________  Exam Time Finished: ______________________________

Proctor Name (print): ______________________________

Proctor Signature: ______________________________  Date: ______________________________

2/23/2016  BPM