

Accessibility Services

***Reduced Distraction Environment Accommodation Form**

Forms and Exams must be turned into Accessibility Services two (2) business days prior to the test date.

1. To be completed by Student:

Student's Name: _____

Professor's Name: _____ Class: _____

2. To be completed by Professor: Please fill out the bottom portion of this form to help the Center for Wellness administer the test more efficiently and accurately. If you have questions, please direct them to Accessibility Services at x4390. Thank you for your cooperation.

How would you like the test to arrive at Accessibility Services?

- I will drop it off
- I will email it to counseling@wit.edu
- The student will bring it
- The test is on Blackboard

How long does the rest of the class have for this test? _____

This test is: Open book Open note None Other: _____

Are there any items that the student is **NOT** allowed to have during this test? (cell phone, book, notes, computer, calculator, etc.)

Other instructions for this test: _____

How would you like to receive the test when it is finished?

- I will pick it up
- Send it through Inter-Office mail
- The student will bring it to me
- The test is on Blackboard
- E-mail the completed test to _____

Professor Signature: _____ Date: ___/___/___

***Please refer to the accommodation memo to confirm student eligibility for a reduced distraction environment for test administration. Extended time accommodations are arranged through the academic departments.**

3. Return this form to Accessibility Services (Watson Hall 003) to schedule the exam date and time:

Approved Time: _____

Approved Date: _____

Center for Wellness Staff Signature: _____

Date: _____