

STUDENT'S NAME _____



Learning Center - Accommodated Testing Request

Form should be submitted to the LC 3 days prior to testing date.

Requests submitted in a timely manner will have priority.

Step 1: Student completes all boxes below.

Professor's Name & Course# (print clearly)	
Test Identifier (e.g., Quiz 6, Exam 2, Midterm)	
Amount of time class has to complete the exam	____ Hours ____ Minutes
Extra time I have to complete the exam	____ 1.5x ____ 2x
Day of the week and Date requested for exam	_____ Day _____ Date
*Time you will begin exam	
*Time by which you must complete exam	

Step 2: Instructor completes information below and signs. Student then signs and submits form to the LC.

Computer ___Y___N	Calculator ___Y___N	Notes ___Y___N
Additional instructor directions and comments:		
I attest that the information listed above is true and accurate.		
_____ Instructor's signature		_____ Date
_____ Student's signature		_____ Date

Questions? Contact disability.services@elmhurst.edu or 630-617-6448.

Notes to Instructor:

1. Please email exam to disability.services@elmhurst.edu or deliver to the Learning Center in Buehler Library, 24 hours in advance of the test date.
2. You will be emailed when exam is completed and ready for you to collect from the LC.

***The Learning Center is open Mon-Thurs 9 a.m. – 6 p.m., Fri 9 a.m. – 4 p.m.**