College of Southern Maryland
La Plata · Leonardtown · Prince Frederick · Waldorf

Disability Support Services
Test Accommodations Request Form
2016-2017

CAMPUS: ☐La Plata ☐Prince Frederick ☐Leonardtown ☐Waldorf ☐ Other

Student Name: _____ Date:_____

Telephone: _____ Email: _____

Semester: _____ Course Title: _____

Professor: _____

Scheduled Date of Quiz/Exam:

Date	Start Time	End Time

ACCOMMODATIONS

☐ Extra time:
☐ Time and a half ☐ Double time

☐Scribe:_____
☐ Proctor: _____

☐ Assistive Technology:
☐ Word Q3 ☐ Dragon ☐ Kurzweil ☐Other

- This form is to be filled out by students *granted* accommodations that otherwise require them to take a test proctored outside of the testing site.
- **Students must schedule a time to take exams/quizzes at least one week in advance of exam/quiz date.** Submission of this form does not guarantee the exact time/date listed.
- Only items approved by the instructor will be allowed in the testing room.
- It is the student's responsibility to remind professors to submit tests to the testing center prior to the scheduled exam time. Per DSS policy, exams/quizzes can be taken only during overlapping DSS and testing center hours of operation.
- Approval of dates/times will be sent to students via email.

Student signature:_____ Date:_____