

Disability Services

College of the Siskiyous, 800 College Ave., Weed, CA 96094

Phone: (530) 938-5297 - Fax: (530) 938-5378 – Email: DS@siskiyous.edu

Specific Test Request

Tests may be delivered to any Disability Services staff person (or the test proctor in Yreka if student is on Yreka campus) between the hours of 8:00 am to 5:00 pm, Monday-Friday or, you may call us at (530) 938-5297 at least five days before the test, and we will pick up the test from your office.

Test taking accommodations have been requested through Disability Services for the following:

Student's Name: _____

Instructor's Name: _____

Class: _____ Specific Test: _____

Date Requested: _____ Time Requested: _____

Faculty Instructions: Please indicate below the instructions you are allowing the entire class. (The student listed above will also receive accommodations listed in the letter that s/he presented to you earlier this semester.)

Open Books:	<input type="radio"/> Yes	<input type="radio"/> No
Open Notes:	<input type="radio"/> Yes	<input type="radio"/> No
Calculator:	<input type="radio"/> Yes	<input type="radio"/> No
Dictionary:	<input type="radio"/> Yes	<input type="radio"/> No
Write Directly on Test:	<input type="radio"/> Yes	<input type="radio"/> No
Use Scantron:	<input type="radio"/> Yes	<input type="radio"/> No

Standard Time Limit for entire class: _____

(We will allow this student additional time if part of his/her accommodation)

Additional Instructions: ☐ Yes ☐ No

Instructor Initials: _____

Please return this completed form with the test inside the attached envelope to the Disability Services office (or test proctor on Yreka campus) prior to the test date/time indicated above. **For any test that must be scanned, please deliver early – at least five days before.** Thank you for your cooperation and support.

Test proctor: _____ Date: _____

Time: from _____ to _____ = _____ total time

Test picked up on: _____ By: _____

Test delivered to mailbox on: _____ By: _____

Test scanned/emailed & sent on: _____ By: _____

Notes:
