



Serving Richmond and Scotland Counties

**Request for Special Test Administration
 for ADA Student Population**

To the Instructor,

In order to satisfactorily meet the needs of our ADA student population, in the event special testing services are needed for an ADA student, a formal request for special test administration must be submitted to the Academic Success Center Coordinator at least 24 hours in advance. All accommodations noted on this form must be supported by the accommodations as documented on the Disabled Student Enrollment form provided to you at the beginning of the semester by the Vice President for Student Development (ADA Student Coordinator). Please adhere to the following:

1. *Identify appropriate testing accommodations for your student and note below all services that the Academic Success Center will be asked to provide. (All accommodations must be substantiated by the Disabled Student Enrollment form).*
2. *Submit this form, along with the testing materials, to the Academic Success Center Coordinator at least 24 hours in advance of the testing date and time.*
3. *Inform the student that they are to report to the Academic Success Center at the appointed date and time, and that failure to keep scheduled appointments may result in the loss of services.*

Date: _____
 Instructor: _____
 Course Title/Number: _____
 Student: _____
 Test Date: _____

(Circle all that apply.)

Mon. Tues. Wed. Thurs. Fri.
 Weekly Bi-Weekly

The above named student needs the following accommodations for special testing:

_____ Word processing	_____ Reader for exam
_____ Scribe for exam	_____ Quiet/low distractions setting
_____ Extended time	_____ Other