



# Accommodated Exam Instruction Sheet

Instructor Name: \_\_\_\_\_ Student name: \_\_\_\_\_

Exam Subject/Course: \_\_\_\_\_ Date/time of in-class exam: \_\_\_\_\_

Who should we contact if a question arises during the exam? \_\_\_\_\_

Contact phone number/email address: \_\_\_\_\_

## How is this exam administered?

- Hard copy
  - Scantron is required. *Scantron Type:* \_\_\_\_\_
  - No Scantron is required.
- Online
  - Are there specific instructions, passwords to access this exam online?
    - If yes: \_\_\_\_\_
  - Is a proctor from Academic Services needed for this online exam?
    - Yes
    - No

## Time allotment:

- Amount of time allotted to all students in class: \_\_\_\_\_ (minutes)
- Students are permitted as much time as needed to complete exam.

## Materials Permitted:

- Calculator is not permitted.
- Calculator is permitted. (Specify Type)
  - Graphing Calculator (such as TI-84+).
  - Non-Graphing Calculator (such as TI-30X IIS).
  - Basic 4 Function Calculator only.
  - Any Calculator is permitted.
- Graphs, charts and tables are attached.
- This exam is open-book/open notes/note card is permitted.

Description of materials permitted/additional proctoring information from instructor:

## Late arrivals:

- Students who arrive more than 30 minutes late are still permitted to take their exam.
- Call instructor if student arrives more than 30 minutes late.

## How would you like the completed exam to be returned?

- Return via student runner to (Please provide Dept. mailbox location): \_\_\_\_\_
- Exam will be picked up from the Academic Services Reception office (room LR-342).
  - Picked up by: \_\_\_\_\_ (please bring photo ID).
- Scan/email exam to (email address): \_\_\_\_\_ (scanned exam will be deleted the same day).
- Online exam

Please deliver a copy of the exam to LR-342 or [learningaccess@lewisu.edu](mailto:learningaccess@lewisu.edu) at least 4 hours prior to the exam time.