



Faculty Form for Paper/Pen Testing in dSS

disABILITY Support Services (dSS) / Victory Center Room 115

Testing services in dSS have been modified due to the Alamo Colleges COVID Response Plan and may be subject to change accordingly.

- Testing is available Mondays through Thursdays with start times on the hour from: 9 a.m. - 11 a.m. & 1 p.m. - 3 p.m.
- Paper test needs to be delivered to dSS attached to this form **at least a week in advance to ensure the student receives lawful accommodations.** Tests not received in a timely manner will need to be rescheduled. Rescheduled tests will require a new faculty testing form to be submitted.
- Completed exams are available for pick up from dSS (Monday - Thursday 8:30 a.m. - 4:30 p.m.)

INSTRUCTOR'S NAME _____

INSTRUCTOR'S DEPARTMENT _____

INSTRUCTOR'S CONTACT NUMBER(S) _____

STUDENT FIRST/LAST NAME _____

STUDENT BANNER ID _____

EXAM TITLE TO BE PROCTORED _____

DATE TO TEST in dSS _____ TEST TIME (circle) 9am 10am 11am 1pm 2pm 3pm

TEST END TIME _____

Did you receive a SAC dSS letter of accommodation for your student?..... YES NO

Can textbook(s) be used during the exam?..... YES NO

Can notes and/or reference materials be used?..... YES NO

If yes, list materials _____

Can the student write on the exam?.....YES NO

Other exam requirements/restrictions (electronic devices, calculator function type, scantrons, need to turn in scratch paper with test, etc.) _____

Office Only: Received By: _____ Date & Time: _____