



# Faculty Form for Paper/Pen Testing in dSS

disABILITY Support Services (dSS) / Moody Learning Center MLC -1<sup>st</sup> Floor

## Testing services in dSS may be subject to change according to the Alamo Colleges COVID Response Plan.

- ✚ Testing is available Mondays & 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 may 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 \_\_\_\_\_

TITLE OF EXAM 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 - Summer 2022*

Received By: \_\_\_\_\_ Date & Time: \_\_\_\_\_