

SOUTHWESTERN ILLINOIS COLLEGE DISABILITY & ACCESS CENTER

Test/Quiz Accommodation Form

Step 1: For The STUDENT – Complete Step 1. Schedule an appointment in the Disability & Access Center (DAC) by calling (618) 235-2700, ext. 5368 and **give this form to your instructor at least three (3) business days prior to a test or quiz.** If less time is provided, it may not be possible to make adequate arrangements to assure the availability of adaptive testing.

Student's Name _____ Student's ID# _____

Student's Class _____ Class Time: Starts & Ends at _____

Date of Test Scheduled in DAC _____ Time of Test Scheduled in DAC _____

Step 2: For The INSTRUCTOR – Complete Step 2. **Attach this form to the test or quiz before delivering or e-mailing it to DisabilityandAccessCenter@swic.edu.** A locked drop box is also available outside the DAC offices at BC (ISB Rm 1145) & SWGCC (Rm 424) for your convenience. For questions, call ext. 5368. Please do *not* deliver the test to the Testing Centers in the LAC at BC or SWGCC. All other campuses, call ext. 5368 to make delivery arrangements. In addition, when the test is complete, shred or secure this form in a confidential file.

Instructor's Name _____ Telephone Contact # _____

Course Prefix and # _____

Earliest date student can take the test _____ Latest date student can take the test _____

Testing Time Allotted in Class _____

Specifically, check mark and fill out the aids the **ENTIRE** class may use for the test/quiz:

_____ Calculator (type) _____	_____ Formula Sheet (size & # of sheets) _____
_____ Note Card (size & # of cards) _____	_____ Notes (size & # of pages) _____
_____ Open Book (# of books) _____	_____ Other Aids (specify) _____

* SPECIAL INSTRUCTIONS _____

TEST/QUIZ RETURN:

- **BC** – The instructor, or a designee, will pick up the test from the Disability & Access Center in room 1145 in the Information Sciences Building (ISB). *Office hours:* Monday – Thursday, 8 a.m. – 5 p.m. and Friday, 8 a.m. – 4 p.m. A signature will be required upon pick up (see reverse side). **NOTE: The DAC will keep tests, and testing materials, until the next semester begins.**
- **SWGCC, RBC, and ESLCCC** – Upon completion, the test proctor will return the test to the designated area. A signature will be required upon return (see reverse side).

Step 3: For The DISABILITY & ACCESS CENTER STAFF:

Date Test Taken in the Disability & Access Center _____ Campus Location _____

Time Started _____ Checked Eligible Accommodation(s) Before Starting Test _____

Time Completed _____ Student Did Not Show Up For The Test _____

Approved accommodations and class aids provided to the entire class that were used during the test:

Calculator _____	Note Card _____	Reader _____	Spell Checker _____
Enlarged Test _____	Notes _____	Reduced Distraction Environment _____	
Extended Time _____	Open Book _____	Scribe _____	
Formula Sheet _____	Other Aids (specify) _____		

Test Proctored By _____ Student Did Not Use These Accommodation(s): _____

To ensure the integrity of the testing environment, all testing in the Disability & Access Center is monitored.

DISABILITY & ACCESS CENTER OFFICE USE ONLY:

✓ **APPROVED ACCOMMODATIONS AND CLASS AIDS FOR TESTING** (Check mark all that apply):

Breaks _____	Food _____	Other Aids (specify) _____
Calculator _____	Formula Sheet _____	_____
Dark Glasses _____	Headphones _____	Paper/Pencil Test _____
Drink _____	High Back Chair _____	Reader _____
Enlarged Test _____	Magnification System _____	Reduced Distraction Environment _____
Extended Time: _____	Note Card _____	Scribe _____ Stand/Walk _____
• Double _____	Notes _____	Spell Checker _____ Test Alone _____
• Other _____	Open Book _____	Split Test _____ Zoomtext _____
(Specify)		

✓ **STATUS:** Perkins _____ Possible Perkins (Undecided) _____ Transfer _____

✓ **DISABILITY & ACCESS CENTER STAFF RETURNING THIS FORM:** For Sam Wolf Granite City Campus, Red Bud Campus, and East St. Louis Community College Center, return the completed Test/Quiz Accommodation Form to the Disability & Access Center at the Belleville Campus.

For all campuses, this is to verify that the student's test and materials have been delivered to/or picked up by the instructor or a designated instructional staff member.

Signature: _____

Position: _____

Date: _____

For electronic test submission, check here:

Date test was e-mailed to the instructor: _____

***NOTE:** See G-drive to copy, paste, and fill out the e-mail statement that will be sent to the instructor. File name is titled, "Electronic Test/Quiz Accommodation Form."

Per the instructor's request, the test and materials were returned in the morning inter-campus mail.

In addition, and for confidentiality, this Test/Quiz Accommodation Form is *electronically* returned from the DAC e-mail to the instructor.*

Date Returned _____

DAC STAFF
Signature _____

DAC staff returning the test at SWGCC, RBC, and ESLCCC: _____

Besides the test, the following was returned: _____

DAC DATABASE:
Entered – Staff's Signature _____