

# Office of Disability Services Test Form

Student Union I, Room 211  
Phone: (703) 993-2474  
Fax: (703) 993-4306  
[drc@gmu.edu](mailto:drc@gmu.edu)

**ODS Testing Hours:**  
Monday – Thursday: 7:30 AM – 7:30 PM  
Friday: 8:30 AM – 5:00 PM

**Completed form MUST BE RETURNED TO THE ODS AT LEAST ONE WEEK prior to the date of the exam.** In order to receive testing accommodation, you must have all sections completed. You may only receive the accommodations allowed and the materials allowed by your professor. The ODS Staff does not have the authority to approve date or time changes.

## SECTION A: To be completed by the student.

All exams are to be taken during the ODS Testing Hours stated above.

Test Date: \_\_\_\_\_ Test Time: \_\_\_\_\_ Campus: \_\_\_FX \_\_\_PW \_\_\_ARL \_\_\_LOU

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Course & Section #: \_\_\_\_\_ Instructor: \_\_\_\_\_

### Accommodations needed:

- |  |                                 |                                       |
|--|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Extended Time: _____        | <input type="checkbox"/> JAWS   | <input type="checkbox"/> Taped Format |
| <input type="checkbox"/> Quiet/Distraction Free Room | <input type="checkbox"/> Scribe | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Word Processor              | <input type="checkbox"/> Reader | _____                                 |

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION B: To be completed by the professor.

### Exam Delivery (Check One):

- Professor delivers to ODS
- Professor emails to [drc@gmu.edu](mailto:drc@gmu.edu)
- Student delivers in sealed envelope
- ODS picks up: Time \_\_\_\_\_  
Building \_\_\_\_\_ Room \_\_\_\_\_

### Exam Return (Check One):

- Professor picks up from ODS
- Student returns in sealed envelope
- ODS returns: Time \_\_\_\_\_  
Building \_\_\_\_\_ Room \_\_\_\_\_

Materials allowed for exam/special instructions: \_\_\_\_\_

Open Book:  Yes  No  
Open Notes:  Yes  No  
Calculator:  Yes  No  
Dictionary:  Yes  No

(Only professor approved materials will be allowed in the testing area. Book bags are not allowed in the testing area. Food is not allowed in the testing area unless required for health reasons.)

Exam Length (how much time your class will be given to complete exam): \_\_\_\_\_

Professor E-mail: \_\_\_\_\_ Professor Phone: \_\_\_\_\_

Professor Signature : \_\_\_\_\_ Date: \_\_\_\_\_