



ALTERNATIVE TESTING CONTRACT – FALL 2020

Return forms to ATS office, **214 West Hall**, prior to initial test date. **(Deadline: FRIDAY, OCTOBER 23)**

STUDENT INFORMATION – to be completed by the student

Name _____ R-number _____

TTU E-mail _____ **✓ Accommodations Requested**

Telephone _____ Extended Time Reader Computer/Scribe

I have reviewed and understand the policies and procedures outlined on the BACK of this form, and agree to schedule all tests with ATS at least one week ahead of each test date.

<ul style="list-style-type: none"> Testing must take place during our office hours, Mon-Fri 8:00 AM-5:00 PM 	<ul style="list-style-type: none"> Students should discuss scheduling conflicts with their instructors prior to the test date.
<ul style="list-style-type: none"> Test's start time should be scheduled at the same time as the class unless an alternate time has been approved by the Instructor & start on time as scheduled & be completed by 5:00 PM 	<ul style="list-style-type: none"> I understand that if I arrive after my class has started an exam & did NOT have approval to begin at a different time, my instructor will be contacted for ATS to administer my exam.

Student Signature & Date

Schedule tests in ATS (214 West Hall) by emailing testing.accommodations@ttu.edu

INSTRUCTOR/CLASS INFORMATION – to be completed by the instructor

Instructor Name (please print) _____

Course Name/Number _____

E-mail _____ Phone _____

✓ Materials Allowed – please mark all that apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> textbook | <input type="checkbox"/> 4-function calculator | <input type="checkbox"/> do NOT allow calculator |
| <input type="checkbox"/> note card/sheet | <input type="checkbox"/> scientific calculator (NON-graphing) | <input type="checkbox"/> do NOT allow any materials unless specified on test |
| | <input type="checkbox"/> graphing calculator | |

✓ Test Return – select one

- return to me via campus mail
- hold for pick-up by me or messenger (specify person(s) authorized: _____)
- To ensure test security, ATS will not accept delivery or allow return of tests by students.*

I agree to allow this student to have tests administered by Academic Testing Services under the conditions indicated above, in accordance with the provisions of the student's Letter of Accommodations. I understand that test time scheduling may need to be adjusted to avoid conflicts with student class schedules. I understand that I am not required to send students to test in ATS, and may provide the equivalent accommodations in my own department.

List all required test dates below:

Instructor Signature / Date

Department

Mail Stop



Questions or Comments? Please contact:
Academic Testing Services
214 West Hall
806-742-3671 (extension "0")
testing.accommodations@ttu.edu

Testing Accommodations Request – Instructions

Eligibility

To receive testing accommodations a student must:

- Have a documented disability
- Have a Letter of Accommodations issued by SDS
- Be registered with Student Disability Services
- Tests will be administered according to accommodations listed on LOA

Determining Testing Location

- You should meet personally with your instructors to discuss accommodations.
- The instructor may provide accommodations within their academic department, or through ATS.
- The instructor is not required to send students to ATS, but may do so if he or she chooses.
- Testing accommodations are available free of charge to all eligible TTU students.

Submitting Accommodations Requests

A separate request form should be filled out for each course. We suggest students to bring their forms to us in person at 214 West Hall, so that we may discuss accommodations and scheduling needs ahead of time.

Test Day Policies

- Academic Testing Services and its staff assume no responsibility for loss, damage or stolen personal items brought into the testing center.
- You are encouraged to leave those personal items at home or in your car.
- Personal belongings are prohibited in the testing rooms. Included but not limited to, electronics/watches/sunglasses/caps/food/drinks/ tobacco products (including e-cigs)
- You may leave personal items in the ATS backpack bins at your own risk. Items cannot be left in the ATS lobby.

Final Examinations

Because of space limitations during final exams (*Dec. 4-9, 2020*), pink sheets must be submitted **as soon as possible**. **We cannot guarantee seating availability for final exams**. Seating for finals will be determined by the order in which the requests were received, for students who have previously tested during the academic term. Due to our space limits, it may be necessary to arrange testing at an alternative testing time or location.

Pink Sheet Checklist:

✓ Schedule exams at least one week prior to test date by email, phone or in person	✓ If a syllabus is available, attach it to this pink sheet
✓ Let us know any special requirements in regards to adjustable seating/tables/testing carrels/ etc.	✓ Driver's License or TTU photo ID is required to be shown prior to each exam
✓ Earplugs are available in every testing room to help reduce noise distraction	✓ Make sure instructor has completely filled out their portion of this form

Email us at testing.accommodations@ttu.edu, call us at 806-742-3671 ext. "0", or come by the ATS office (214 West Hall) to schedule your exam dates