ALTERNATIVE TESTING CONTRACT – FALL 2021

Return forms to ATS office, 214 West Hall, prior to initial test date. [Deadline: FRIDAY, OCTOBER 29]

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.

- Testing must take place during our office hours, Mon-Fri 8:00 AM-5:00 PM
- 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
- Students should discuss scheduling conflicts with their instructors prior to the test date.
- 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.
☐ textbook ☐ 4-function calculator ☐ do NOT allow calculator
☐ note card/sheet ☐ scientific calculator (NON-graphing) ☐ do NOT allow any materials unless specified on test
☐ 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
Testing Accommodations Request – Instructions

Eligibility
To receive testing accommodations a student must:
- Have a documented disability
- Be registered with Student Disability Services
- Have a Letter of Accommodations issued by SDS
- 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 ask 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. 3-8, 2021), 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