



SPECIAL RESOURCES OFFICE

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Authorization to Administer Test *with Accommodations*

Student Name: _____ Course/Number: _____

Instructor Name: _____ Test Date: ____/____/____

(INSTRUCTOR: PLEASE COMPLETE ALL ITEMS)

*NOTE: You should have received a Faculty Notification Form from this student identifying recommended test modifications. It is the **student's** responsibility to make an appointment for tests to be administered in the Special Resources Office (SRO) with at least 3 business days advance notice.*

Instructor Signature: _____ Office Number: _____

Ext./Phone# _____ E-mail: _____

Test # _____ Test to be taken **no later than**: ____/____/____Time allotted for **regular in-class test**: 50 min 75 min Other _____

ADMINISTRATION OF TEST

Resource materials allowed:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Notes | <input type="checkbox"/> Calculator |
| <input type="checkbox"/> Books | <input type="checkbox"/> Scratch Paper |
| <input type="checkbox"/> Dictionary | <input type="checkbox"/> Scantron Sheet (provided by instructor) |
| <input type="checkbox"/> Other _____ | |

Additional testing instructions:

DELIVERY OF TEST

- Intra-campus mail (TO: Special Resources Office)
- Instructor drop-off at SRO
- Student pick-up and delivery (*test must be in sealed envelope with instructor signature across seal*)
- Sent electronically/by email (SpecialResources@yorktech.com)
- Other _____

Tests must be accompanied by an Authorization Form and received by the SRO at least one (1) business day prior to testing.

Tests requiring format changes (Braille, audio capable, enlargement, etc.) must be received by the SRO at least two (2) business days prior to testing.