



# Accessibility and Disability Services Out-of-Class Testing Services Request DruryGO

Instructor, a student receiving services through Accessibility and Disability Services has requested out-of-class testing services in accordance with their provided accommodations. Please complete the Instructor Section of this form and **return this form and the exam to your Site Director**. If you have any questions, please contact Accessibility and Disability Services, 417-873-7267 or [disability@drury.edu](mailto:disability@drury.edu).

**\*Out-of-class Testing Services Requests must be received at least 48 hours in advance to guarantee services.**

---

## Student Section (To be completed by student)

**Instructor:** (First Name, Last Name)

**Student:** (First Name, Last Name)

**Course Number & Description:**

(ex. COMM 211 Presentational Speaking)

**Exam Title:**

**Exam Date & Time:**

**Accommodations** you are authorized to use on this exam according to documentation on file in ADS office:

Extended Time	Scribe	Enlarged Text	
Reader	Computer	Speech to Text	Other
Person-to-person			
Screen Reader			
Other AT			

---

## Instructor Section (To be completed by instructor)

**Resources Permitted:** Textbook Notes Calculator Other \_\_\_\_\_

**Class Time Limit:** \_\_\_\_\_ **Exam Due Date:** \_\_\_\_\_

(Extended time will be determined from this.)

(Latest date & time you will accept.)

**Contact Information:**

(How do we contact you if questions arise?) Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**How would you like the exam returned to you?**

Deliver to Location \_\_\_\_\_ Other \_\_\_\_\_

**Additional Instructions:**

# Out-of-Class Testing Services

## Policies and Procedures for DruryGO

Out-of-Class testing services are provided as an accommodation to students with **disabilities if documentation identifies such testing as appropriate**. Examples of test-taking assistance through the ADS office are:

- Exam questions read aloud
- Exam answers scribed
- Extended time with proctor
- Use of computer with proctor
- Enlarged print on exams
- Tape-recorded exams

All out-of-class exam proctoring and testing accommodations are to be provided by trained faculty, staff, or graduate assistants of Drury University. Training to be provided by the Director of Accessibility and Disability Services.

### How and When to Request

- Schedule out-of-class testing at least 2 days prior to exam day.
  - Call your Site Director to schedule a time and place.
  - Submit the “Out-of-Class Testing Services Request” form to your specific Site Director.
- Site staff will not provide services until the appointment has been scheduled.
- Without 2 days’ notice, the chance of getting services is reduced and you may have to reschedule the exam. Any rescheduling must be approved by the professor.

### Scheduling Exam Date, Time, and Location

It is the intention that you take the exam at the same time/date as the rest of the class. Due to the location of satellite campuses, this may not always be possible. Please contact your Site Director as soon as possible so accommodations can be made. For all DruryGO and satellite campuses, please coordinate with the Site Director listed for the location for taking the exam.

### Emergency Rescheduling

If an emergency situation causes you to miss a scheduled exam, you must contact the Site Director **and** the professor immediately. Rescheduled exams must be authorized by the professor.

**For all questions specific to accommodations**, please contact the Accessibility and Disability Services office at 417-873-7267 or at [disability@drury.edu](mailto:disability@drury.edu).

**For all scheduling questions or concerns**, please contact your Site Director.

Online: Alexis Slyter [aslyter@drury.edu](mailto:aslyter@drury.edu)

Springfield: Accessibility and Disability Services, [disability@drury.edu](mailto:disability@drury.edu)

Ava: Jacque Whiteman [jwhiteman@drury.edu](mailto:jwhiteman@drury.edu)

Arkansas: Kaylea Philobos [kphilobos@drury.edu](mailto:kphilobos@drury.edu)

Fort Leonard Wood: Nancy Sipes [nsipes@drury.edu](mailto:nsipes@drury.edu)

Houston: Karen James [kjames012@drury.edu](mailto:kjames012@drury.edu)

Monett: Rhonda Schilly [rschilly@drury.edu](mailto:rschilly@drury.edu)

Rolla: Terri Facen [tfacen002@drury.edu](mailto:tfacen002@drury.edu)

Saint Robert: Nancy Sipes [nsipes@drury.edu](mailto:nsipes@drury.edu)

Harrisonville: Jeanette Flanner [jflanner@drury.edu](mailto:jflanner@drury.edu)