Accessibility and Disability Services

Out-of-Class Testing Services Request

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 the Accessibility and Disability Services office in OEC, 142, or email to the ADS office at disability@drury.edu.

*Out-of-class Testing Services Requests must be received at least 48 hours (not including weekends) 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 the 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 my mailbox: Location _____　　　　Pick up exam in OEC, 142

Additional Instructions:

Out-of-Class Testing Services
Policies and Procedures

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

How and When to Request

- Schedule out-of-class testing at least 2 days prior to exam day. **(Weekends do not count in the 2 days' notice! If your exam is on Monday, you need to schedule by Thursday.)**
  - Call Accessibility and Disabilities Services at 417-873-7267. (Voicemail is available, so you can reach us 24 hours a day, 7 days a week)
  - Submit the "Out-of-Class Testing Services Request" form to ADS (OEC, 142) or Email the completed form to disability@drury.edu
- ADS 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 and Times
You must take the exam at the same time/date as the rest of the class. Exception to this expectation may be allowed if it is in writing by the professor.

Location of Out-of-Class Testing
All Out-of-Class Testing will be held in the Tutoring Center in OEC 135 or in Lay Hall, rooms 11 or 12 (downstairs). Confirm location with the Accessibility and Disability Services Director.

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