

**Bentley University**  
Office of Disability Services (ODS) \* Academic Services

**Test Room (JEN 336) Request Form**

**ATTENTION FACULTY**

- ❖ This service applies ONLY to students registered with ODS
- ❖ If instructor is unable to arrange accommodations, please use this form to book Test Room
- ❖ This form must be completed by **student and instructor**- Incomplete forms will not be processed
- ❖ Submit request forms to **Jackie Seward** ([jseward@bentley.edu](mailto:jseward@bentley.edu), X2004) two business days prior to exam- ODS will confirm within 24 hours
- ❖ You must provide a hard copy of the exam to ODS 24 hours in advance or exam will be rescheduled

- ✓ **STUDENT NAME** \_\_\_\_\_ **ID Number** \_\_\_\_\_
- **Phone** \_\_\_\_\_
  - **In the event of a campus emergency, student needs physical assistance** Yes \_\_\_ No \_\_\_

- ✓ **INSTRUCTOR NAME** \_\_\_\_\_
- **Office** \_\_\_\_\_
  - **Phone** (for contact during exam) \_\_\_\_\_

- ✓ **TEST ROOM INFORMATION**
- **Course** \_\_\_\_\_
  - **Request Date** (Monday through Friday) \_\_\_\_\_
  - **Time:** 9:00 am \_\_\_\_\_ 12:00 pm \_\_\_\_\_ 3:00 pm **Wednesday only** \_\_\_\_\_
  - **Number of minutes to complete exam** (include extra time if applicable) \_\_\_\_\_

- ✓ **ACCOMMODATIONS** (refer to accommodation plan)

	✓ <b>Student needs to read exam questions out loud</b>
	✓ <b>Reader (proctor to read aloud)</b>
	✓ <b>Clarify exam questions</b>
	✓ <b>Personal Computer OR Test Room Computer (circle)</b>
	✓ <b>Calculator</b>
	✓ <b>Use of restroom:</b>
	✓ <b>Other:</b>

- ✓ **INSTRUCTIONS/ADDITIONAL MATERIALS** (ex. scrap paper, computer exam, open book, etc.)
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ✓ **RETURN EXAM**
- **Pick up JEN 336** \_\_\_\_\_
  - **Campus Mail (Include office location)** \_\_\_\_\_

- ✓ **INSTRUCTOR SIGNATURE** (confirms form is complete and accurate) \_\_\_\_\_

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**TEST ROOM DIRECTIONS**

- Student makes contact with instructor one week in advance of exam.
  - If there is no timely contact with the instructor, accommodations may be provided at the instructor's discretion.
- Student arranges how exam will be administered with instructor.
  - Options include: beginning early, staying late, taking the exam in an empty classroom, office hours, etc.
  - **It is the responsibility of the instructor to coordinate the academic accommodation of extra time and/or a separate exam site.**
- In the event that it is impossible to schedule the exam between the student and the instructor, the student and the instructor must fill out a **Test Room Request Form** available from the Office of Disability Services (JEN 336). Exams can be taken in the Test Room (JEN 336).
  - Exams begin at 9:00 am or 12:00 pm, Monday through Friday or 3:00 pm Wednesday
- The student and the instructor work together to complete the form (**including all accommodations and instructions**).
  - *The Office of Disability Services is not responsible for completing any portion of the request form.*
  - Incomplete forms will not be processed (this includes incomplete information about the student's accommodations).
- The Test Room Request Form must be submitted to The Office of Disability Services (Jackie Seward) two business days prior to the exam.
- The Office of Disability Services will confirm request within 24 hours.
- Faculty must print exam and drop off to JEN 336 24 hours prior to the exam (must provide hard copy of exam).
- No extra time will be given to students who are late.

**\*This service is only available to students who are registered with the Office of Disability Services\***