

Northeast State Accessibility Services Testing Accommodation Form

ONLINE SCHEDULING

Accessibility Services wants to ensure a secure and quality testing environment for each student who is approved for low-distraction testing, extended time or other testing accommodations; therefore, **all** test scheduling will be done **online** and seating will be **limited** to available space.

TEST DATE(S)

Some faculty require tests to be on the same day as the class while others will give a window of a few days. It is the student's responsibility to go **online** to schedule a test date when quizzes or test dates are posted on your syllabus, announced in class, or posted on D2L.*

*Proctoring accommodations for short quizzes (30 minutes) will be done on an individual basis when staff and space are available.

FACULTY NOTIFICATION

Student's should complete this form and give it to your instructor in a timely manner to guarantee your test is delivered to Accessibility Services prior to your test date.

ONLINE SCHEDULING

Go to [Testing Accommodations](#) and click on "Schedule Now"

1. **Choose a Location:**
 - Blountville (C2311)
 - Kingsport (K330)
 - Elizabethton (E132)
2. **Choose a Group**
 - Accessibility Services Accommodation Testing
3. **Choose an Exam**
 - Accessibility Services Accommodation Testing
4. **Complete date, time, and personal information, then check the box for acknowledgements. Click on Add to Cart, then click on "Complete Registration"**

SCHEDULING MUST BE COMPLETED AT LEAST 48 HOURS PRIOR TO TEST DATE

It is the student's responsibility to provide this form to faculty and to schedule the test at least 48 hours prior to the test date to guarantee available space or staff.

TO BE COMPLETED BY THE STUDENT

Student Name: _____ Instructor Name: _____

Course: _____ Date & Time of Scheduled Exam: _____

Complete this form and give to your instructor.