

**Northeast State Accessibility Services
Testing Cover Sheet**

It is the responsibility of students who have been approved for testing accommodations to complete and provide the Testing Accommodation Form to their instructor when they are requesting to take their test with Accessibility Services. Students must schedule their test date online in a timely manner to guarantee space and staff availability. Students should schedule at [Accessibility Services Testing](#) or through the Gateway Course located on D2L.

TO BE COMPLETED BY INSTRUCTOR

Form and test may be scanned/emailed to accessibility@NortheastState.edu or hand-delivered to the appropriate office; Blountville (C2311), Kingsport (KCHE330), Elizabethton (E132).

Instructor: _____ **Course:** _____

Email: _____ **Cell:** _____

I agree to have Accessibility Services provide test accommodations for

(Student Name)

I understand Accessibility Services will try to test the student during the regularly scheduled class time. But, due to space and/or staffing limitations, the student may be required to test at an alternate time.

Check One:

- Student must test on _____ (Date)
 Exam window (dates) for test to be completed: _____ (Beginning date and end date.)

Time allotted for regular classroom test. _____ (30, 60, 80, 90, 120 minutes)

Time allotted for this student based on Accommodation Letter: _____

Student will be monitored and stopped at the end of the approved time.

Computer-based test website and password: _____

Check approved materials for all students.

(Students with disabilities may have additional resources approved.)

- Type of Calculator (scientific or graphing) _____
 Outside Websites Notes Textbook or eBook Other _____ (ex: formula sheet)
 NO Materials

Check if you would want to pick up the completed test or have it scanned:

- Pick up at Accessibility Services Office**
 Scanned to Instructor email

Date Received _____ Date Tested _____