

**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 [Online Testing Registration](#).

TO BE COMPLETED BY INSTRUCTOR

Form and test may be scanned/emailed to accessibility@NortheastState.edu or hand-delivered to the appropriate office; Blountville (C1102) or Kingsport (KCHE330). Use the drop box at C1102 for hand-delivered tests.

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 classroom test. _____ (30, 60, 90, 120 minutes)

Time allotted for this student based on Accommodation Letter (time and a half, double time): _____

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**

To be completed by Accessibility Services:

Date Received _____ Date Tested _____