

COPE SSS/Experience VU

Departments’ Disability Testing

Accommodations Form

**Complete Testing Accommodations form at least two (2) days prior to the test date and deliver to:**

**COPE Student Support Services** **Experience VU**

Julie Clark Deana Hartzburg

Morris Hall, room 166 Morris Hall, room 159

Office: 812-888-4515 Office: 812-888-4061

Email: copeoffice@vinu.edu Email: experiencevu@vinu.edu

Fax: 812-888-2899 Fax: 812-888-2899

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and time you want this test taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time class will receive for testing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special instructions/materials (notes, books, calculator, etc.) allowed in the testing room: \_\_\_\_\_\_\_\_\_\_\_

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| **How will the test be sent to our office?** | **How would you like to get the test when completed?** |
|  | By the Instructor |  | Instructor will pick it up |
|  | By the student |  | By the student |
|  | Scanned and send to office email above |  | Scan and email to: |
|  | Faxed to 812-888-2899 |  | Fax to:  |
|  | Campus mail |  | Campus mail to: |
|  | Test on Blackboard? (Please email password) |  | Will retrieve test through Blackboard |
| **Please use only the office email when sending test information or requesting accommodations** |

Professor/Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Pop quizzes may be prearranged by contacting either COPE (Julie) or Experience VU (Deana)

\*\*The Reading and Math Departments will provide accommodations in their respective areas

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|  | **Instructor – please check if you wish to use this form for the entire semester and email Julie or Deana with future test dates.**  |

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