

Student Complete this Section

- Work with instructor to determine test date and start time
 - You must enter a specific date and time
- Return this form to the Office for Disability Services (ODS) at least 2 days prior to scheduled test date
 - You may email to disability@nmt.edu
- Arrive at your scheduled test time
 - If you are more than 15 minutes late you will not be allowed to test
- Any changes to test date/time must be approved by instructor and notice given to ODS at least 24 hours prior

Student _____ Student Phone _____ Course _____

By signing you agree that you have received and understand the Exam/Test Request instructions and will follow all ODS testing protocols and the University's Honor Code.

Student Signature

Instructor Complete this Section

- Work with the student to determine test date and time
- Enter regular exam length and other exam parameters
- Deliver exam to ODS office or email to disability@nmt.edu at least 24 hours prior to exam
- Exam will be returned within two business days unless other arrangements are made
 - Please state how to return the exam (secretary, campus mail, email, etc.)

Instructor Name _____ Instructor Phone _____ Course _____

How to contact instructor for questions during exam _____

Return Exam via (e.g. campus mail, email, canvas) _____ To _____

Instructor Signature _____ Date _____

Instructor Complete Exam Details

Exam Date _____ Exam Start Time _____ Regular Exam Length (minutes) _____

Student has 1.5x 2x 3x Type of Proctoring In Person Zoom

Permitted Items During Test (Please Check)

Open Notes Open Book Calculator Formula Sheet Scrap Paper

Other (Please Specify) _____

ODS Staff Complete this Section

Date form received _____ Initials _____ Date Exam Received _____ Initials _____

Time Exam Started _____ Initials _____ Time Exam Finished _____ Initials _____

Date/Time Exam Returned _____ Initials _____

Receiver's Name _____ Receiver's Signature _____

Student Responsibilities

- **Completing the student section of the Exam/Test Request form found on the website**
<https://nmt.edu/disabilityservices.php>.
- **Working with the instructor to set up a test date and time**
 - A specific time must be given so that ODS can schedule the student.
 - The exam must be scheduled to be completed by 5 pm. If the exam is 60 minutes long, and the student has double time, the exam must start at or before 3 pm
- **Taking the exam at the scheduled time**
 - If the student does not begin test within 15 minutes of exam time, the exam will be returned to instructor
 - The student is responsible for confirming a new date and time with instructor before contacting ODS to reschedule
 - If student is running a few minutes late, the student must call the office at 575-835-6209.
- **All non-exam materials will be left outside the exam room (books, cell phones, backpacks, etc.)**
- **Complying with the University's honor code**

Instructor Responsibilities

- **Working with the student to schedule a date and time**
- **Entering the exam time limit:** how many minutes are you giving all students to complete the exam?
 - ODS office will calculate out extended time accommodations
- **Entering other exam parameters (test aides or other special instructions)**
- **Completing the instructor section of the Exam/Test Request Form**
 - *For your convenience the exam/test request form is on our website* <https://nmt.edu/disabilityservices.php>
- **Sending exam materials to the ODS at least one day before the scheduled exam date**
 - Exams may be:
 - E-mailed to disability@nmt.edu
 - Hand-delivered to ODS—please do not send exam with student
 - Available to student on Canvas at designated time
- **Listing Examination parameters and instructions**

Office for Disability Service Responsibilities

- **Providing exam accommodations** (ODS will calculate any extended time).
- **Administering the exam on the scheduled date and time.**
- **Proctoring/monitoring students.**
- **Returning completed exams to instructor within two business days**
 - unless other arrangements have been made