



Student Responsibilities •

Complete this section.

- Work with instructor to determine test date and start time
 - You must enter a specific date and time—**do not write “anytime”**
- Return this form to the ODS office at **least two days prior** to scheduled test date. •

Show up at your scheduled time to take the exam.

- If you are more than 15 minutes late, you will not be allowed to test. **Call the office at 835-6209**
- Any changes to test date/time must be made at least one day prior to test.
 - **You** are responsible for confirming rescheduled time with instructor.

Student name: _____

Course: _____

Student phone: _____ Student e-mail: _____@student.nmt.edu

By signing you agree you have received and understand the Exam/Test Request form instructions

Student signature: _____

Instructor Responsibilities •

Complete this section.

- Work with student to determine test date and start time
- **Enter regular exam length and other exam parameters.**
- Deliver exam to the ODS office **at least one day prior** to scheduled exam via e-mail or hand-delivery (do not send via examinee).
- Completed exams will be returned within two business days unless the instructor has left other instructions.
 - Please ensure you write in how it may be returned (in person, secretary, campus mail, fax, etc.).

Instructor name: _____ Instructor's phone: _____

Today's date: _____

Name/place to return completed exam: _____

Return exams via: _____

Instructor signature: _____

Exam details

Exam date: _____ Regular exam length (minutes): _____

Exam time (allow enough time to be completed before 5 p.m.): _____ Student has: 3x 2x 1.5 times for exams

Permitted testing aids (please check):

- Open notes Open book Calculator Formula sheet
 Other: _____

OCDS Staff Only:

Initials: _____ Date form received _____ Initials: _____ Date exam received _____

Initials: _____ Time exam started _____ Initials: _____ Time exam stopped _____

Initials: _____ Date/Time exam returned _____

Receiver's signature: _____ Receiver's name: _____

Student is responsible for:

- Find the Exam/Test Request Form at ODS Fidel Center 154 or website <https://nmt.edu/disabilityservices.php>
- Completing the student section of the form.
- Working with the instructor to set up a test date and time.
 - A specific time must be written down so that ODS can schedule the student in.
 - The exam must be scheduled early enough so the student can have full time to complete the exam before 5 p.m. Therefore, if the exam is 60 minutes long, and the student has double time, then the exam must start before 3 p.m.
- Taking the exam at the scheduled time.
 - After 15 minutes of schedule start time, if student has not arrived, exam will be returned to instructor.
 - If student is running a few minutes late, the student must call the office at 835-6209.
- If exam must be rescheduled, the student is responsible for confirming new exam date/time with instructor **before** calling the office to reschedule.
- Leaving all non-exam materials outside the exam room (eg: books, cell phones, backpacks).
- Complying with the University's honor code.

The instructor is responsible for:

- Working with the student to schedule a date and time.
- **Entering the exam time limit:** how many minutes are you giving all the students to complete the exam? ODS office will calculate out any extended time—as described in the Accommodations Form.
- **Entering other exam parameters (test aides or other special instructions).**
- Completing the instructor section of the Exam/Test Request Form. You may ask the student to complete all but the signature of this section. (*For your convenience the exam/test request form is on our website on top*).
- Getting 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
- **Listing any special examination aids** students may use (calculators, books, notes, etc).

Office of Counseling & Disability Services is responsible for:

- 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 of completion—unless instructor requests that the exam be picked-up.
- Shredding exams not taken by the student two weeks after the test date.