

Alternative Testing & Make-up Testing

O'Neill Center for Academic Development

Instructions	<p>*Fill out this form completely. (Please Print)</p> <p>*Deliver test to O'Neill Center in person (CDC-#21) or through Inter-campus mail.(#4253)</p> <p>*Remind student they must make an appointment to take their test. (651-690-6563)</p> <p>*O'Neill Center Office Testing Hours are 8:45 am to 4:15 pm - Monday through Friday.</p>																					
Student Information	<p>Name _____ Course _____</p> <p>Instructor _____ Phone # _____</p> <p>Are you available to answer questions during the test _____ Phone/email _____</p>																					
Test Instructions	<p>Please check one:</p> <p><input type="checkbox"/> Alternative Test (You have received an accommodation letter.)</p> <p><input type="checkbox"/> Make-up Test</p> <p>Date by which test must be taken _____</p> <p>UNLIMITED TIME IS NOT AVAILABLE</p> <p>Time Given <i>in class</i> for test _____</p>																					
Materials	<p>Materials the student may use: (Please circle)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Textbooks</td> <td style="width: 5%;">Yes</td> <td style="width: 5%;">No</td> <td style="width: 25%;">Calculator</td> <td style="width: 5%;">Yes</td> <td style="width: 5%;">No</td> </tr> <tr> <td>Dictionary</td> <td>Yes</td> <td>No</td> <td>Notes</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Charts/Tables</td> <td>Yes</td> <td>No</td> <td>Computer</td> <td>Yes</td> <td>No</td> </tr> </table> <p>If yes, describe _____</p> <p style="text-align: center;">IF NOTHING IS NOTED, WE WILL ASSUME NO MATERIALS ARE ALLOWED.</p>				Textbooks	Yes	No	Calculator	Yes	No	Dictionary	Yes	No	Notes	Yes	No	Charts/Tables	Yes	No	Computer	Yes	No
Textbooks	Yes	No	Calculator	Yes	No																	
Dictionary	Yes	No	Notes	Yes	No																	
Charts/Tables	Yes	No	Computer	Yes	No																	
Completed Test	<p><input type="checkbox"/> Will pick up test</p> <p><input type="checkbox"/> Mail test to Mailbox # _____</p> <p>Instructor's Signature: _____</p>																					
O'Neill Center Staff	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Date Test Taken</td> <td style="width: 25%;">Time allowed</td> <td style="width: 25%;">Time test started</td> <td style="width: 25%;">Time test must be completed</td> </tr> <tr> <td>Room</td> <td colspan="3">Comments</td> </tr> </table>				Date Test Taken	Time allowed	Time test started	Time test must be completed	Room	Comments												
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