

Instructor Test and Exam Form

This information helps to ensure appropriate administration of tests and exams by Accessibility Services (AS). Please complete this form for all your students registered with Accessibility Services – one form per course.

Note: All test and exam accommodations are arranged by Accessibility Services as per the student’s approved accommodation plan. Professors can drop off this form along with a copy of the exam to the Accessibility Office (E305) minimum one business day before the scheduled exam or alternatively an electronic copy can be emailed to the Accessibility Specialist: accessibilityservice@tyndale.ca

Professor’s Name: _____ Course Code/Name: _____

Type of test (*please select one*):

- In-class Quiz Midterm Exam Final Exam Other

Duration of test/exam: _____ Start time: _____

Will a lecture be held either before or after the test/exam? (*For in-class quizzes and midterms only*)

- YES (*if yes, please select one*) NO
 Before the exam
 After the exam

Please select the following materials and aids required/allowed for the test or exam:

- | | |
|---|--|
| <input type="checkbox"/> Open book test/exam | <input type="checkbox"/> Other aids (scrap paper, etc.) <i>Please specify:</i> |
| <input type="checkbox"/> Open notes test/exam | _____ |
| <input type="checkbox"/> Reference sheet (<i>please list any specifications</i>): | <input type="checkbox"/> Exam booklet |
| _____ | <input type="checkbox"/> Scantron sheet |
| <input type="checkbox"/> Calculator (<i>if applicable, please list the type</i>): | <input type="checkbox"/> Other (<i>Please specify</i>): |
| _____ | _____ |

During the exam/test, professor can be reached at:

Phone #: _____ Room #: _____

Instructions for delivery of the completed exam(s):

- Drop-off in the faculty mailbox I will pick it from Accessibility Services Other (*please specify location*)
