

RESERVATION FOR TESTING ACCOMMODATIONS

THIS FORM IS DUE IN SDS ONE WEEK BEFORE THE TEST (TWO WEEKS PRIOR TO FINAL EXAMS)

Student's Name _____ Student ID Number _____ Phone Number _____
CLASS INFO: Class: _____ Location: _____ Meets: _____
(i.e. Psy 101) Bldg./Room Days Beg./End Time
PROF INFO: Name: _____ Email: _____ Extension: _____

TO BE COMPLETED BY PROFESSOR (complete instructions on back):

Test Date Approved: _____ Day of Week: _____ Approved Start Time: _____

Amount of time you are allowing your CLASS for this test: _____ hrs. _____ min.

Type of Test (circle): Mult. Choice T/F Fill-In Short Answer Essay Other _____

Please indicate (circle) any materials that may be used in the testing situation:

Book(s) Dictionary Paper(s) Formula(s) Calculator Spellchecker N O N E
Notes (note # of pages and size) _____ Other (write-in) _____

*Will test be (circle one): Emailed to SDS Faxed to SDS In Dept. by 2:00p day before Delivered to SDS by professor Brought by student in sealed envelope

Additional test administration instructions: _____

*Tests should be returned (circle one): To Dept. by proctor To _____ by student Held in SDS for Prof.
(note location)

*Detailed instructions on back of form.

I VERIFY THAT THE ABOVE INFORMATION IS CORRECT.

Professor's Signature

Date

FOR SDS OFFICE USE:

Test Desk : _____ Pick-up / Proctor: _____

Meeting Time: _____ Meeting Location: _____ Whichr Test Room: _____ Timer #: _____

Exact time allowed SDS student: _____ hrs. _____ min. Approximate time: _____

Accommodations: 1 ½ Time 2X Reader Writer SQR Computer CCTV/Vtek Enlgmt Breaks _____

Special Instructions: _____

RTA SUBMITTED: Date _____ A.M. P.M. Confirmed: ___Yes ___No By (initials): _____

Student Disability Services (SDS)

What Faculty Needs to Know About SDS Test Accommodation Program

- Students with disabilities should contact you during your office hours to inform you of their disability and their need for accommodated testing. You may ask to see the student's Authorized Academic Accommodation form to verify that he/she is entitled to services and what those services are.
- At least two (2) weeks before a test (one month before a final exam), a student requesting accommodations should present you with a "Reservation for Testing Accommodations" (RTA) form.
- The student will complete the top portion of the RTA form.
- Please complete the Professor Section of the RTA form. Accurate and complete information is requested to assure that a student's accommodation needs are met, and that we administer the test according to your time allowances and instructions.
- Once completed, the student will return the RTA form to SDS for processing. SDS will arrange for a test proctor and location for the test to be administered. SDS test proctors are hired and trained by staff. SDS will email you a copy of the completed form for your records.
- If you note an editing error on the test, or if you decide to give further information regarding a question, after the test has been delivered to SDS or during the test administration, please call (760) 768-5637.
- **Please note that there are different ways you can deliver a test to SDS. The following options are available to you and clearly indicate your choice in the professor section on the RTA:**
 - 1) Email : sdsuivdisableservices@mail.sdsu.edu
 - 2) The test will immediately be secured.
 - 3) Personal delivery of the testing materials (at least 24 hours in advance of the test date) to front desk at Student Affairs where the intake of materials will be documented then delivered to SDS.
 - 4) Place the test in envelope, seal it and sign/date on the seal. Deliver test to Norma A. Aguilar's mailbox and notify by email it has been delivered to mailbox 48 hours in advance.
- After the test has been administered, it will be returned to you as you instruct us to do so on the RTA form. Here are your options, please select your choice in the professor section of the RTA.
 - 1) Scan and E-mail.
 - 2) Returned test to office or mailbox in a sealed envelope after testing is done or on the following business day. It's delivery will be documented by intake/outtake signatures by front desk employees or SDS staff.
 - 3) If you prefer to pick the test up, it will be held at Student Affairs' front desk . The test's delivery will be documented by intake/outtake signatures by front desk employees or SDS staff.
- **When the test is returned, we will ask for confirmation of receipt in writing or via email for our records.**

If you have any questions regarding the accommodation process, please contact Norma A. Aguilar SDS Services at (760) 768-5637 or naguilar@mail.sdsu.edu. Thank you for your cooperation.