

# NIU COLLEGE OF LAW

## DRC EXAM ACCOMMODATIONS FORM

### Disability Resource Center

Health Services Building 4<sup>th</sup> floor, #400

Phone: 815-753-1303

Email: drc\_exam@niu.edu

DRC STAFF USE ONLY:

Exam Date: \_\_\_\_\_

Exam Time: \_\_\_\_\_

Received Date and Initials: \_\_\_\_\_ / \_\_\_\_\_

Forms will only be accepted if they are **complete** (filled-out and signed by LeAnn Baie, COL Administrator, in Swen Parson, Rm. 190) and turned in **by the student in person** at least **3 business days prior** to scheduled exams, except finals which must be submitted at least **5 business days** before scheduled exams, i.e., Monday for Monday. By turning in the Exam Accommodations Form, students agree to rules and policies in the DRC Policy and Procedure Manual. Students who are more than 15 minutes late to a scheduled start time will not be permitted to take the exam.

### **TO BE COMPLETED BY STUDENT: COMPLETE ALL INFORMATION.**

Student

Instructor

Phone Number

Course/Section

ZID

Access Consultant

### ACCOMMODATIONS

#### Environment

- Extended Time:  
 1.5  2.0  3.0
- Low Distraction
- Break
- Other:

#### Alternative Format

Audio – *choose one*:

- Recorded Exam
- JAWS
- Text Aloud
- Live Reader/Scribe
- Scribe for Scantron

#### Alternative Format

*Other:*

- Braille
- Tactile Drawings
- Interline
- Large Print:  
Font Size:

#### Assistive Technology/Equipment

- Calculator
- Braille Writer
- CCTV
- Computer
- Flash Drive
- Dragon (Verified by DRC staff)

### **TO BE COMPLETED BY INSTRUCTOR: COMPLETED FORMS MUST BE RETURNED BY STUDENT**

Instructor's Name (print)

Instructor's Signature:

Contact # (for student questions)

Instructor email:

\_\_\_\_\_(Instructor's Initials) I have received the student's Letter of Accommodation

### EXAM INFORMATION

In-Class Date:

In-Class Start Time:

In-Class Duration:

Alternate date/time if needed:

Scantron: Yes  No

Scratch Paper: Yes  No

Computer: Yes  No

Bluebook: Yes  No

Calculator: Yes  No

Internet: Yes  No

Special Instructions (open book, notes, etc.):

#### **EXAM Acquisition\*\* and Return Options\*\*\*:**

Please note that if a student requires their exam to be in an alternative format, an electronic copy of the exam may be requested.

\_\_\_\_\_Hand Deliver Exam to DRC      \_\_\_\_\_Email to drc\_exam@niu.edu      \_\_\_\_\_Fax to DRC: 753-9570  
\_\_\_\_\_DRC to pick-up from Department: Building & Office# \_\_\_\_\_

\*\*Exams may need to be rescheduled for the student to take the exam once the materials have been adapted.

\*\*\* DRC may require **up to 48 business hours** after student completes exam before it is ready for delivery, pick-up or mail.

\_\_\_\_\_DRC to deliver completed exam to departments

\_\_\_\_\_Course instructor or department representative to pick up from DRC (marked as HOLD)

\_\_\_\_\_DRC is authorized by course instructor to return exam through Campus Mail Service ONLY M-W-F (relieving DRC of any responsibility for the exam once it enters the Campus Mail System. Also, this is NOT an option during Final Exams).

**For DRC use only:**

Exam Deliver/Received by: \_\_\_\_\_/Date \_\_\_\_\_ Exam P/U by: \_\_\_\_\_/Date: \_\_\_\_\_