

NIU COLLEGE OF LAW

DRC EXAM ACCOMMODATIONS FORM

Disability Resource Center

Campus Life Building, Suite 180

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 COL ADMIN: COMPLETED FORMS MUST BE RETURNED BY STUDENT

COL Admin's Name (print)

COL Admin's Signature:

Contact # (for student questions)

Email:

____ (COL Admin'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

Exam Soft: 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 on scheduled day

____ COL Admin or department representative to pick-up from DRC (marked as HOLD)

____ DRC is authorized by course instructor to return exam through Campus Mail Service (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 _____