DRC EXAM ACCOMMODATIONS FORM

Disability Resource Center
Health Services Building 4th floor, #400
Phone: 815-753-1303
Email: drc_exam@niu.edu

Forms will only be accepted if they are complete (filled-out and signed by the instructor) 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-->Monday. By turning in the Exam Accommodation 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 # ____________________________         Course/Section __________________________
ZID ____________________________        Access Consultant __________________________

ACCOMMODATIONS

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(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: ____________