

DRC EXAM ACCOMMODATIONS FORM

Disability Resource Center
Campus Life Building, Suite 180
Phone: 815-753-1303
Email: drc_exam@niu.edu

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|---|
| 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 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 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

| | | |
|-----------------------|-----------------------------|---------------------------|
| <u>In-Class Date:</u> | <u>In-Class Start Time:</u> | <u>In-Class Duration:</u> |
|-----------------------|-----------------------------|---------------------------|

Alternate date/time if needed:

| | | |
|---|--|---|
| <u>Scantron:</u> Yes <input type="checkbox"/> No <input type="checkbox"/> | <u>Scratch Paper:</u> Yes <input type="checkbox"/> No <input type="checkbox"/> | <u>Computer:</u> Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <u>Bluebook:</u> Yes <input type="checkbox"/> No <input type="checkbox"/> | <u>Calculator:</u> Yes <input type="checkbox"/> No <input type="checkbox"/> | <u>Internet:</u> Yes <input type="checkbox"/> No <input type="checkbox"/> |

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: _____