



Alternative Testing Site Request Form

This form is used to arrange approved alternative testing site accommodations through the Student Accessibility Office (SAO).

Part 1: To be completed by the student.

Instructions: Please discuss your request for an alternative testing site with your professor. Submit this completed form to the SAO office **at least 5 business days prior to your exam.**

Student Name: _____ Student ID (V#) 00_____

Instructor Name: _____ Instructor Phone Number: _____

Course & Section _____ Exam Date: _____

Scheduled Class Time: _____

Part 2: Instructor Proctoring Instructions (To be completed by the instructor.)

Exam Materials (Check all that apply)

<input type="checkbox"/> Closed Book	<input type="checkbox"/> Open Book	<input type="checkbox"/> Open Notes (specify limits: _____)
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Allowed Devices:

<input type="checkbox"/> Computer Access	<input type="checkbox"/> Use of Calculator	<input type="checkbox"/> No phone or electronic device
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Special Instructions:

Part 3: Exam Delivery to SAO

I will hand-deliver the exam to the SAO office (Memorial Hall, 1st Floor)

I will email the exam to: sao@vsu.edu

The student will take the exam via: _____

Return of Completed Exam:

I will pick up the completed exam from the SAO.

Please scan and email the exam to: _____

Please deliver the physical exam to: _____

Instructor Signature: _____ Date: _____

Note: The test should be taken at the same date and time as the rest of the class.