

Virginia State University
Students Accessibility Office
PO Box 9030
Petersburg, Virginia 23806

Telephone: 804-524-5061

Fax: 804-524-5078

EXAM ACCOMMODATION FORM

Part 1: STUDENT: Complete Part I and give it to the professor. You will also be expected to inform the Student Accessibility Office of your scheduled test time and date. Your contact options are as follows by phone, fax or stop by Memorial Hall, 1st floor. Both steps should be completed **no less than one week (5 business days), prior to the examination.**

Student: _____ Date: _____

Student's Telephone Number: _____ Student's Email: _____

Professor's Name: _____ Telephone Number: _____

Office Location: _____ Office Hours: _____

Course Name/Number: _____

Date of Exam: _____

Day & Time Class Meet: _____

Note:

Test will be taken at the same time and on the same day that the rest of the class is testing.

Part II: Professor/Instructor (Please check all that apply below):

Instructions for Proctors:

Closed Book

Use of Scantron

Open Book

Use of Calculator (standard or scientific)

Open Notes

Blue Book Response

Special Instructions: _____

Professor Signature: _____ Date: _____

THIS OFFICE DOES NOT ASK PROFESSOR/INSTRUCTOR TO MODIFY ESSENTIAL
CORE REQUIREMENTS