

Revised 9/26/2022

Test Administration Form

FOR STUDENT COMPLETION:

*Student: Please email this completed form to cod@ccp.edu at least **3 days before** your exam.*

Name:

J#:

Accommodations Needed:

FOR INSTRUCTOR COMPLETION:

Instructor:

- You must email all paper/pencil exams to adatest@ccp.edu by noon **the day before** the scheduled exam date.
- Monday exams must be received by the Friday preceding the test date. (Thursday in summer)

Instructor's Name:

Course:

Exam Date: **Exam Start Time (check one):** **9:00 AM** **1:00 PM**

**Exam Date and Start Time should reflect when the student will complete their exam in the COD.*

Instructor's Room # or Phone # during accommodated exam:

**Instructor must provide contact information to answer questions during the quiz/test/exam*

STANDARD Amount of Test Time:

STANDARD Test Time is the **amount of time students receive in the classroom.*

Materials allowed in the exam room:

Exam Delivery Method: All exams must be emailed to adatest@ccp.edu unless they are administered through an online platform.

Exam Return Method: email to:

Signature:

Please contact the COD at adatest@ccp.edu with any questions regarding the test administration process.

TO BE COMPLETED BY THE CENTER ON DISABILITY

Date Test Delivered: _____ Date Administered: _____ KEY #: _____

Date Test Returned: _____ Emailed by: _____