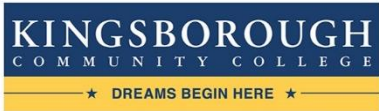




Access-Ability Services
 Room D-205
 P: 718-368-5175
 F: 718-368-4782
aas@kbcc.cuny.edu



Date form received

AAS EXAM REQUEST FORM

Complete and return to Room D205 at least **one week prior** to the scheduled in class exam.
 For Final exams, please see posted deadline in room D205 or at <https://tinyurl.com/testingAAS-com>

Student Section: To be completed by student

Final Exam

Name _____ Contact Info _____

Course _____ Accommodations requested for this exam _____

Signature _____ Sign Here _____ Date _____

Professor Section: Please print clearly, we may have to reach you.

Please sign and return this form to student. Exams should be delivered to D-205 in person, by email at aas@kbcc.cuny.edu or faxed to 718-368-4782. All tests will be returned to you. Please check the box below for your return delivery preference.

Name _____ Email or Phone _____

Exam Date: _____ Exam Start Time: _____ Day of Exam: M T W Th Fr

How long does your class have to take exam? Hours _____ Minutes _____

When do you want the student to take this exam? Date _____ Time _____

Special Instructions for this exam? _____

Test Delivery:

- Professor or designee will deliver exam to D205
- Exam will be faxed to 718-368-4782
- Exam will be emailed to aas@kbcc.cuny.edu

Signature _____ Sign Here _____ Date _____

****PLEASE SEE REVERSE SIDE FOR DETAILED INSTRUCTIONS ON HOW TO USE THIS FORM****

Hold exam for pickup Deliver exam to my mailbox

Office use only

Returned to: _____ Date: _____ Room# _____

DT__ ET__ RR__ SS__ CC__ Others _____ One to One __ Exam needs to be recorded __

Final Exam _____

Class Exam__ Quiz__ Midterm__ Dept. Reading__ Dept. Writing__ Math Exit Exam__ Act Reading__ CAT W__ Other _____

Procedures for Testing With AAS

1. Complete the top portion of this form as soon as you know that you are having test. Be sure to include all requested information.
2. Take the form to your professor. You and your professor must agree on the date and time that you will be taking the exam. Please be careful that the date and time does not conflict with any class/lecture time.
3. Your professor will complete and sign the appropriate section of this form. The professor should keep the "professor copy" and return the rest of the form to you.
4. It is **your responsibility** to submit this form to AAS a minimum of one week before the scheduled date of the test and before the submission deadline for finals (posted in D205 and on the AAS website). AAS cannot guarantee accommodations to students who do not submit Test Request Forms in a timely manner.
5. AAS will record the date on the *Test Request Form* when you submit it. Be sure that you retain the student copy for your records.
6. Your professor should deliver the test to AAS in person, by fax or by e-mail to aas@kbcc.cuny.edu before the scheduled test date.
7. If your class test is cancelled or re-scheduled, please notify AAS. If it were re-scheduled, AAS would need official notification from the professor indicating the new date and time of the test.
8. Report to AAS (Room D205) on the scheduled date and time for the test. Be on time. If you are more than fifteen (15) minutes late, you will be asked to obtain written permission from your professor.
9. Be aware that AAS will administer tests in accordance with your approved testing accommodations.
10. Extra materials (books, notes, note cards, etc.) will not be allowed during an exam unless your professor has provided instructions either on the test or separately in written form approving the use of these materials.
11. Equipment (e.g. cell phones, electronic devices) is not allowed in testing rooms, unless related to your accommodations.
12. If you fail to appear for the scheduled exam, you will need to repeat the steps above.
13. Please consult with the testing coordinator if you have any questions or any problems with this form.