

# Assessment & Testing Services - Accommodated Exam Instructor Approval Form



## STUDENTS

1. Complete your information in full.	2. Have instructor complete and sign their portion.
3. Email or hand deliver <u>one completed form for every requested exam</u> to <a href="mailto:disability.exam@kpu.ca">disability.exam@kpu.ca</a> <b><u>TWO WEEKS PRIOR TO EXAM DATE.</u></b> <i>Unsigned forms will not be processed.</i>	

## STUDENT INFORMATION - complete in full

Last Name:		First Name:	
Student Number:	Phone:	KPU email address:	
Course Name: <b>EG. ENGL 1100</b>	Section Number: <b>EG. S10</b>		
Of the accommodations you are registered for, which ones will you require for <u>this particular exam</u> ?			
Students with private room accommodations – during peak exam times we may need you to share a room with 1-3 other students. Will this work for you? <input type="radio"/> YES <input type="radio"/> NO			

## INSTRUCTOR SECTION - complete in full

Instructor Name:		Department & Campus:	
Contact Phone:	KPU email:	<u>Can we reach you during the exam?</u>	

## BASIC EXAM ACCOMMODATIONS.

**NOTE: Student will receive REQUIRED accommodations as per their Disability Advisor.**

<input type="radio"/> CALCULATOR	<input type="radio"/> FORMULA SHEETS	<input type="radio"/> COMPUTER WITH WORD
<input type="radio"/> COMPUTER WITH SPECIALIZED SOFTWARE****PLEASE SPECIFY:		<input type="radio"/> COMPUTER WITH EXCEL
<input type="radio"/> OPEN BOOK/NOTES?***PLEASE SPECIFY:		
ADDITIONAL COMMENTS:		

**Instructors - Please send the required exam/additional materials by email**  
**([disability.exam@kpu.ca](mailto:disability.exam@kpu.ca))**  
**or deliver a hard copy, one week prior to exam date.**

**Please indicate how you want exam returned to you?**

Scanned & emailed (Note: we only keep original for 30 days, then shred)

Hold exam and I will pick up.

<i>Instructor: By signing this form, you are agreeing to the date, time, accommodations, and the method selected to return the exam to you.</i>		
DATE & TIME OF IN-CLASS EXAM:	LENGTH OF EXAM:	INSTRUCTOR SIGNATURE OF APPROVAL:
EXAM SCHEDULED FOR <i>(office use)</i> :		