



Test Accommodation Request
AccessAbility Test Centre
F2001

aatestcentre@fanshawec.ca

519-452-4430 X 4588



Monday to Thursday 8:00 a.m. – 5:00 p.m. (Summer Hours: 8:00 a.m. – 4:00 p.m.)
Friday 8:00 a.m. – 4:00 p.m.

FOR OFFICE USE ONLY: Start Time: End Time:

Student Name: Phone Number:

Student Number:

Course Name: Section:

For this test, I require, as per green accommodation form: (Please check all that apply)

- Checkboxes for Kurzweil, Dragon, CCTV, Scribe, and Other (specify)

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\*To Be Completed By the Professor. Incomplete forms will not be accepted.

Professor Name:

Phone Number (where you can be reached):

Course Name:

Test Date:

Test Start Time -Please note testing hours:

Testing Hours: Monday to Thursday 8:00 a.m. – 5:00 p.m. (Summer Hours: 8:00 a.m. – 4:00 p.m.)
Friday 8:00 a.m. – 4:00 p.m.

Time allotted to students writing in class:

Reference material/aids allowed during test:

Please provide materials needed for student to complete the test (i.e. Scantron sheets, paper, etc.)

Other special instructions:

- Checkboxes for: I will pick up the completed test in F2001... and Please return the test by mail to Room

\*Tests must be received in the AccessAbility Test Centre five school days prior to test date for student to be accommodated.



## Test Accommodation Procedures

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### Students:

**As soon as your test is announced in class, *or at least one week ahead of the scheduled test date*, you need to:**

- Fill out your section of the Test Accommodation Request form (blue sheet) in full. (Forms are available in Room F2001.)
- Hand the Test Accommodation Request form to your professor or to the receptionist in your divisional office.

*Note: If you are writing at a different time than the rest of the class, please discuss with your professor the date and time you are writing the test in F2001 and write that date and time on the blue sheet.*

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### Testing Hours:

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Friday	8:00 a.m. – 4:00 p.m.