

Test Centre Request Form

St. Thomas/Elgin Campus

Section A: To be Completed by Student

Complete the following information and deliver to the **Main Office** or send via email to sterctests@fanshawec.ca **no later than 2 business days before the test/exam date.**

IMPORTANT: The form will not be accepted if Section A is incomplete.

Test Date:	Start Time:	AM	PM
Student Name:	Student Number:		
Program Name:	Course Name:		
Instructor Name:	Total Time*:		

*Including extended time (if applicable)

Do you require accommodations?		Yes		No			
Extended Time:		1.5x		2x		Read & Write	Other (Please Specify):
Location with Reduced Distractions						Kurzweil	
Reader						Dragon	
Scribe							

Section B: To be Completed by the Instructor

Please review the form and confirm/verify the accommodation selection(s) as well as filling in the information below. Return the completed form, attached to the test/exam, to the Resource Centre (Rm 160), either in person or via email to sterctests@fanshawec.ca, **no later than 2 days before the test.**

Instructor Name:	Total Accommodation Time:
Course Name:	
Reference Materials / Aids Allowed during Test:	
Other Special Instructions (e.g., scan back materials):	
Please provide materials needed for the student to complete the test/exam (i.e., answer sheets, lined paper, etc.)	

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT The information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03. The information is used for administrative and statistical purposes of the college and/or the ministries and agencies of the Government of Ontario and the Government of Canada. For further information, please contact Senior Manager, Counselling and Accessibility Services, Fanshawe College, 1001 Fanshawe College Blvd, P.O. Box 7005, London, Ontario N5R 6A7, 519.452.4282.

Complete by Test Centre Staff at time of invigilation:

Test Date: _____ **Start Time:** _____ **End Time:** _____