



# KEAN

Office of Accessibility Services

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## Testing Accommodation Form

### **Part 1- Must be completed by the student**

Today's Date \_\_\_/\_\_\_/\_\_\_ Student's Name \_\_\_\_\_

Professor's Name \_\_\_\_\_

Course: \_\_\_\_\_ Class time: \_\_\_\_\_

### **Part 2- Must be completed by the Professor**

Last date testing permitted \_\_\_\_\_ **Class time** allotted for test \_\_\_\_\_

Testing aids permitted for the entire class:

\_\_\_ Yes, indicate/explain below (notes, calculator etc.)      \_\_\_ No testing aids permitted

\_\_\_\_\_  
\_\_\_\_\_

Phone number in case OAS needs to contact you: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**\*\*\*Students will not be permitted to use aids unless indicated by Professor\*\*\*\***

**Additional Testing Instructions:**

\_\_\_\_\_

\_ Test Return Instructions: \_\_\_ Will pick up test      email \_\_\_\_\_



## Instructions for using Accommodated Testing Services

### The student must:

- Present a completed **OAS Testing Accommodation Form** to their Professor.  
Fill out Part 1 and submit it to the Professor **a week to ten days** before the test date.
- Call OAS at 908-737-4910 to make an appointment to take the test ***as soon as you find out*** the proposed test date.
- On the day of your appointment, arrive on time with a valid Kean photo ID card.
- **NOTE:** Students may be turned away from Accommodated Testing if: (1) their **OAS Testing Accommodation Form** was not given to the professor; (2) they come to test without an appointment; (3) they do not have a valid photo ID card and/or (4) they arrive more than 10 minutes late for their appointment.

### The Professor must:

- Fill out Part 2 of the **Testing Accommodation Form** completely and submit it with the test to OAS **at least two business days before the proposed test date**. Exams and **Testing Accommodation Forms** may be brought to OAS in person (Downs Hall 122), or emailed ([accessibilityservices@kean.edu](mailto:accessibilityservices@kean.edu)).

Please be sure to:

- Fill in the “last date testing permitted” and “scheduled time for test” fields.
- State the “class time allotted for test” (OAS will calculate the appropriate amount of time allowed for the test based on the student’s accommodations).
- Testing aids permitted for all students in the class, if applicable (OAS will determine if the student requires any additional aids based upon the student’s accommodation).
- List any additional testing instructions, if needed.
- Let us know how you would like to the test returned to you. You can pick it up, or we can email to you (please let us know how/where you would like it sent).

## Contact Information

Office of Accessibility Services (Downs Hall 122)

Phone: 908-737-4910

E-mail: [accessibilityservices@kean.edu](mailto:accessibilityservices@kean.edu)