

DRC EXAM ACCOMMODATIONS FORM

Disability Resource Center

Peters Campus Life Building, Suite 180

Phone: 815-753-1303

Email: drc_exam@niu.edu

DRC STAFF USE ONLY:

Exam Date: _____

Exam Time: _____

Received Date & Initials: _____/_____/____

Forms will only be accepted if they are **complete** (filled-out and signed by the instructor) and turned in **by the student via email** to **drc_exam@niu.edu** (preferred) or **in person**, no later than 4:30pm at least **5 business days** prior to scheduled exams, i.e., Monday for Monday. By turning in the Exam Accommodations Form, students agree to rules and policies in the DRC Policy and Procedure Manual. Students who are more than 15 minutes late to a scheduled start time may not be permitted to take the exam.

TO BE COMPLETED BY STUDENT: **COMPLETE ALL INFORMATION**

Student:

Instructor:

Phone no:

Course/Section:

ZID:

Access Consultant:

ACCOMMODATIONS

Environment	Alternative Format		Assistive Technology/Equipment
<input type="checkbox"/> Extended Time: <input type="checkbox"/> 1.5x <input type="checkbox"/> 2.0x <input type="checkbox"/> 3.0x <input type="checkbox"/> Low Distraction <input type="checkbox"/> Break <input type="checkbox"/> Other:	Audio: Choose One <input type="checkbox"/> TextAloud/Audio Exam <input type="checkbox"/> JAWS <input type="checkbox"/> Scribe for Scantron	Other: <input type="checkbox"/> Braille <input type="checkbox"/> Tactile Drawings <input type="checkbox"/> Interline <input type="checkbox"/> Large Print Font Size:	<input type="checkbox"/> Calculator <input type="checkbox"/> Braille Writer <input type="checkbox"/> CCTV <input type="checkbox"/> Computer <input type="checkbox"/> Flash Drive <input type="checkbox"/> Dragon (Verified by DRC staff)

TO BE COMPLETED BY INSTRUCTOR: COMPLETED FORMS MUST BE RETURNED BY STUDENT

Instructor's Name:	Instructor's Signature:
Contact # (for student questions)	Instructor email:

EXAM INFORMATION

<u>In-Class Date:</u>	<u>In-Class Start Time:</u>	<u>In-Class Duration:</u>
<u>Alternate date/time if needed:</u>		
<input type="checkbox"/> Scantron	<input type="checkbox"/> Scratch Paper	<input type="checkbox"/> Computer
<input type="checkbox"/> Bluebook	<input type="checkbox"/> Calculator	<input type="checkbox"/> Personal Laptop
	<input type="checkbox"/> Non-Graphing only	<input type="checkbox"/> Internet

Special Instructions (open book, notes, etc.):

EXAM Acquisition** and Return Options***

Please note that if a student requires their exam to be in an alternative format, an electronic copy of the exam may be requested.

Hand Deliver Exam to DRC Email to **drc_exam@niu.edu** Fax to DRC: **753-9570**

**Exams may need to be rescheduled for the student to take once the materials have been adapted.

***DRC may require **up to 48 business hours** after student completes exam before it is ready to be emailed or campus mailed.

DRC to scan and email Course instructor or department representative to pick up from DRC (marked as HOLD)

DRC is authorized by course instructor to return exam through Campus Mail Service **ONLY M-W-F** (relieving DRC of any responsibility for the exam once it enters the Campus Mail System. **Also, this is NOT an option during Final Exams**).

For DRC use only:

Exam Deliver/Received by: _____/Date _____ Exam P/U by: _____/Date: _____