TEST AUTHORIZATION FORM

Student’s Name: ____________________________ Course Name: ____________________________

INSTRUCTOR TO COMPLETE THE FOLLOWING:

Amount of time given to class for Test/Quiz: ____________________________

Materials Allowed (mark with an “X” in the box)

[ ] No Materials (pen or pencil only) [ ] Textbook
[ ] Dictionary [ ] Calculator | Type:
[ ] Notes [ ] Scratch Paper (returned with exam)
[ ] Formulas [ ] Other

Special Instructions for Test/Quiz:

______________________________________________________________________________

PLEASE ANSWER: (mark with an “X” below in one box or the other)

Will these parameters remain the same for all Tests/Quizzes this semester? [ ] Yes [ ] No
(If “YES” then this Test Authorization form will apply to all DS Students in this class - no other form needed)

Do you require DS Students to take Test/Quizzes on the same day as the class? [ ] Yes [ ] No
(If “NO” what is the last day that the Student can take this Test/Quiz?) __________

MISSED EXAM POLICY:

If a student misses a scheduled Test/Quiz we will keep the Test/Quiz until 3pm the next business day, at which time
the Test/Quiz will be shredded.

TEST RETURN INSTRUCTIONS: (Put “X” below in one box or the other)

[ ] Will pick up from Disability Services (number to call for pick up) ____________________________

[ ] Deliver this test to instructors Dept. Bldg: ____________________________ Dept Office Room # ______

Instructors Signature: ____________________________ Date: ____________________________

Campus Phone: ____________________________ Off-Campus Phone: ____________________________ (NFS, Office use only)

NOTICE TO INSTRUCTOR:

1. A Test Authorization Form must accompany each test/quiz if your parameters change from test to test.
2. Instructors can send/deliver an test/quiz to Disability Services at least 3 hours prior to the student’s scheduled test/quiz by Hand
Delivery (Grace Wilkie Annex Rm 150), Email (ds.testing@wichita.edu) Fax (978-3114), or by Digital Drop Box.
3. Instructors are responsible for providing: Scantron answer sheets or any other materials that accompany the exam not listed above as items the student would provide.