



## ALTERNATIVE TESTING REQUEST FORM

Name  I.D#  Email Address

Course Title (e.g. ENGLISH 1A)  Instructor

Date of Exam (test proctor room)  Time I will start test

### Check All Approved Accommodations

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Extra Testing Time | <input type="checkbox"/> 1.5 x standard   | <input type="checkbox"/> 2 x standard   | <input type="checkbox"/> Distraction-reduced room          |
| <input type="checkbox"/> Computer           | <input type="checkbox"/> Basic Calculator | <input type="checkbox"/> Enlarged Print | <input type="checkbox"/> Scan-and-read Software (Kurzweil) |

Other (Specify)

Student Signature  Phone Number

\* **NOTE:** Your signature indicates that you have reviewed, understand and agree to the SAS test-taking policies printed on policy and procedures form.

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### INSTRUCTOR (COMPLETE AND Return to Test Proctor with exam to laneysasassessment@peralta.edu or Return to E-251)

Date of Exam ( IN CLASS )  Start Time ( IN CLASS )  Time Allowed ( IN CLASS )

### TEST PARAMETERS (check only those applicable)

- |                                      |                                    |                                     |                                    |
|--------------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Open Book   | Title of text <input type="text"/> | <input type="checkbox"/> Scantron   | <input type="checkbox"/> Blue Book |
| <input type="checkbox"/> Open Notes  | Type/ amount <input type="text"/>  | <input type="checkbox"/> Dictionary | <input type="checkbox"/> Thesaurus |
| <input type="checkbox"/> Calculator? | <input type="checkbox"/> Basic     | <input type="checkbox"/> Scientific | <input type="checkbox"/> Graphing  |

Other (specify)

### TEST DELIVERY AND RETURN OPTIONS

- DELIVERY OPTIONS**
- Instructor will deliver to SAS Center       Instructor will email to [laneysasassessment@peralta.edu](mailto:laneysasassessment@peralta.edu)
- Student will deliver (sealed envelope) to SAS Center

- RETURN OPTIONS**
- Test Proctor will email exam to Instructor       Test proctor will return test to SAS Center
- Instructor will pick up from SAS Center ( E-251)

Instructor Signature  Email

Phone