Date of final exam: ____________________________

SSD testing dates: ____________________________
Time: _____ to ________
Date of final exam: ____________________________
Time: _____ to ________

TO BE COMPLETED BY THE INSTRUCTOR

Testing space at SSD is limited; if the student requires only extended time and reduced distraction, please try to provide these accommodations within the department.

Approved resources while testing (e.g. calculator, notes): __________________________

How will Instructor deliver exam to SSD?  How will Instructor receive exam?
☐ Email: ssd@austin.utexas.edu  ☐ Email completed exam
☐ Hand delivered by Instructor/TA  ☐ Hold for pick-up by Instructor/TA
☐ Via student in sealed envelope  ☐ Via student in sealed envelope

Instructor’s Signature: ____________________________ Date: ______________

*** Please send exam at least 24 hours before it is scheduled to occur. ***
Test Scheduling
Services for Students with Disabilities
Student Services Building 4.206, 100 W. Dean Keeton St.
Phone: 512-471-6259  Fax: 512-475-7730  Email: ssd@austin.utexas.edu

SSD Testing Hours are Monday-Friday, 8:30am to 4:30pm.

Important Note to Instructors
It is the responsibility of the student to schedule exams with SSD. Please contact the SSD office with any questions or concerns.

SSD has very limited testing space available for students who require specialized adaptive services. **Students without these needs should make every effort to arrange testing accommodations with the instructor, including reduced distraction environment and extended testing time.**

- If the instructor or their department is not able to provide exam accommodations, students must return this form to **SSD a minimum of 2 weeks prior to the scheduled exam. Due to limited testing facilities, all testing forms, including those for finals, must be submitted by April 1.**
  - Make sure to include all accommodations you plan to use. Testing time must include any approved extended time.
  - List all test dates, including the final.
  - If your instructor allows approved resources (e.g. calculators, note sheet), it must be listed on your form.
  - If there are any issues with your form or scheduling your test, you will be notified via email. You will also receive an automated reminder of the exam 24-48 hours before your SSD start time.
- During busy testing days, SSD is not able to accommodate all exams in our testing room and will use various locations in the Student Services Building. It is advisable to arrive 10-15 minutes early during mid-terms and finals.
- **SSD recommends you remind your professor to send the exam 2-3 days before the exam date.**

SSD Testing Procedures
- Students must begin within 15 minutes of their scheduled start time. Sign-in when you arrive and provide the proctor with a photo ID.
- **Items not allowed in testing rooms**
  - Cell phones
  - Food and drink (water is permitted)
  - Jackets, hats, bags, purses. Lockers are available to store personal belongings.
- Once your testing time begins, it will not be stopped unless there are extenuating circumstances.
- All exam materials, including scratch paper and permitted notes, must be turned in with the exam.
- Please notify SSD via email if you need to cancel or reschedule your exam reservation. Permission from the instructor must be obtained to reschedule the exam.
- All students must uphold the University Honor Code. In the event of academic misconduct, your exam will be stopped and your actions will be reported to your instructor and Student Judicial Services.

SSD STAFF USE ONLY

Form Received:
Name: ___________________________  Date: ___________________________