

Office of Disability Support Services

Hilary Phelps, Coordinator

Founders Hall, Room 121

860 343-5856

Day of Test:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Test:\_\_\_\_\_\_\_\_\_\_\_\_\_

Day of Week (circle) M T W TH F S

EXAM ADJUSTMENT COVER SHEET

To obtain exam adjustments, each student must complete the Disability Disclosure Process.

Section A: To be completed by the *student* for each exam:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exam Date:\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section B: To be completed by Instructor for each exam:

This completed form with exam should be returned to the DSS Office, Founders Hal 121 or Hilary Phelps mailbox at least one day prior to the scheduled test date.

Instructor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Standard Length of Time Permitted \_\_\_\_\_\_\_\_\_\_\_

Exam Delivery to DSS by instructor: (Check one)

* Email to hphelps@mxcc.edu AND hcarlson-kennedy@mxcc.edu
* Drop off exam in Founders Hall room 121
* Place exam in Hilary Phelps mailbox.
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exam Returned to instructor by DSS: (Check one)

* Student will return exam to instructor in sealed envelope
* Scan and email exam to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(email@mxcc.edu)
* Completed exam sealed in envelope and delivered via mailroom only for scantron and blue book exams

Resources permitted by instructor for this exam: (Check all that apply)

* Calculator
* Open Notes
* Formula Sheet
* Class Notes
* Textbook
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Hilary Phelps at hphelps@mxcc.edu or (860) 343-5879

Please note: No iPods, MP3 players or cell phones in test area. No open book bags. All materials must be closed and stored under desk. ONLY APPROVED ITEMS CAN BE KEPT ON DESK.

HDP 8/16