

STUDENT DISABILITY RESOURCE CENTER EXAM SIGN-UP INFORMATION SHEET

97 S. Woodward Avenue/ 108 Student Services Building (MC-4167) Tallahassee, FL 32306-4167
Voice: (850) 645-1853 Fax: (850) 644-7164 email: SDRC@admin.fsu.edu

THE STUDENT IS RESPONSIBLE FOR:

- Bringing the COMPLETED Exam Sign-Up sheet to SDRC at least 5 WORKING DAYS prior to the scheduled date/time of the exam. A blank Exam Sign-Up can be picked up at SDRC or downloaded at <http://www.disabilitycenter.fsu.edu>
- Taking the exam at the scheduled date/time agreed upon by the student and his/her instructor. Notify SDRC of any changes- include instructor's signature if the date/time is different from that indicated on the original exam sheet.
- Completing exams by 8:15pm (Mon-Thurs) and 4:45 (Fri). Exam proctors have permission to take any exams that are not completed at the time of closing.
- Leaving all non-exam materials (i.e. backpacks, cell phones, and pagers) in the SDRC front office unless the instructor has given written permission for the student to use exam aids (e.g. notes, books, calculators, dictionaries.)
- Complying with course exam guidelines and the University's Academic Honor Code.

THE PROFESSOR/INSTRUCTOR IS RESPONSIBLE FOR:

- Assigning the date/time that the exam is to be taken. DO NOT sign a blank Exam Sign-Up Sheet. Fill in all of the information on the "Instructor" portion of the sheet.
- **emailing** (sdrc@admin.fsu.edu), **faxing** (644-7164), **mailing** (through campus mail), **transmitting on Blackboard**, or **hand-delivering exams** (97 S. Woodward Ave. /108 Student Services Building) **AT LEAST 48 HOURS BEFORE THE STUDENT IS SCHEDULED TO TAKE THE EXAM.**
- Listing any special examination aids (i.e. notes, books, calculators, dictionaries, tables/graphs, etc.) that may be used during the exam.

THE SDRC IS RESPONSIBLE FOR:

- Providing exam accommodations (i.e. extra time, readers, writers, quiet environment).
- Administering the exam on the date/time specified on the Exam Signup Sheet.
- Proctoring/monitoring students as they take exams.
- returning completed exams to respective instructors or departments by email or fax the same day unless the instructor chooses to pick up the exam from SDRC in 97 S. Woodward Ave./108 Student Services Building or allow the student to return it. **NOTE: after an exam is returned by SDRC via email or fax, the original exam will be returned to the professor/instructor via campus mail.**
- shredding exams not taken by the student two week after the test date.

Thank you for your cooperation and if you have any questions, problems, and/or comments about our testing procedures please feel free to contact us at 645-1853.

Available in Alternative Format upon Request

STUDENT DISABILITY RESOURCE CENTER EXAM SIGN-UP SHEET

97 Woodward Ave., South – 108 Student Services Building (Mail Code 4167) Tallahassee, FL 32306-4167

Voice: (850) 645-1853 Secure Fax: (850) 644-7164 secure email: SDRC@admin.fsu.edu

TO BE COMPLETED BY STUDENT:

Student's Name: _____ Ph. #: _____ Email: _____

Course # and Name: _____ Date Requesting Exam: _____

TYPE OF ACCOMMODATION REQUESTED:

Extra Time ___ Writer ___ Reader ___ Enlarged Print ___ Other (specify) _____

Accommodations *not* listed above will be granted **ONLY** after written permission is provided to SDRC from the course's professor/instructor.

I agree to comply with all SDRC policies and procedures for alternative testing. I understand that failure to do so may result in loss of the privilege to take exams at SDRC. I understand the exam will not be administered if the arrival time is 15 minutes after the *instructors* scheduled time.

SIGNATURE _____

TO BE COMPLETED BY THE INSTRUCTOR:

The exam **MUST** be sent to SDRC at least 48 hours prior to the starting time of the exam.

Instructor's Name: _____ Department: _____ Mail Code: _____

Ph. #: _____ Fax#: _____

Email: _____ **SIGNATURE:** _____

Date Student will Take Exam: ____ / ____ / ____ Time Student will Take Exam: _____ Please Be Specific

Please indicate if there are any special instructions or additional materials the student can use during the exam.

BE SPECIFIC

EXAM DELIVERY INFO: (check one)

- Exam will be e-mailed to SDRC (SDRC@admin.fsu.edu)
- Exam will be faxed to SDRC (fax # 644-7164)
- Exam will be posted on SDRC Blackboard (call for instructions)
- Exam will be sent via campus mail (MC 4167)
- Instructor WILL HAND-DELIVER Exam
- Student WILL HAND-DELIVER Exam

EXAM RETURN INFO: (check one)

- Exam will be e-mailed to instructor
- Exam will be faxed to instructor (fax #) _____
- Exam will be returned via SDRC Blackboard
- Exam will be returned via campus mail (4-5 days for delivery)
- Instructor WILL PICK-UP Exam
- Student WILL RETURN Exam

SDRC STAFF ONLY:

Initials: _____ Date/Time Started: _____

Initials: _____ Date/Time ended: _____

Return Date: _____ Return Time: _____

Print Name _____ Return Signature: _____

EM/CMO

FX/CMO

BB/CMO

CY/CMO

IPU

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