

**Part 1- Must be completed by the student**

Today’s Date \_\_\_/\_\_\_/\_\_\_ Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professor’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2- Must be completed by the Professor**

Last date testing permitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Class time** allotted for test\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Testing aids permitted for the entire class:

\_\_\_Yes, indicate/explain below (notes, calculator etc.) \_\_\_\_\_No testing aids permitted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone number in case OAS needs to contact you: (\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_  **\*\*\*Students will not be permitted to use aids unless indicated by Professor\*\*\*\***

**Additional Testing Instructions:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Test Return Instructions: \_\_\_\_Will pick up test email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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#  Instructions for using Adaptive Testing Services

**The student must:**

* Present a completed **OAS Accommodation Form** to their Professor.
* Fill out Part 1 of the **Test Cover Sheet** and submit it to the Professor **a week to ten days** before the test date.
* Call OAS at 908-737-4910 to make an appointment to take the test ***as soon as you find out*** the proposed test date.
* On the day of your appointment, arrive on time with a valid Kean photo ID card.
* **NOTE:** Students may be turned away from Adapted Testing if: (1) their **OAS Accommodation Form** was not given to the professor; (2) they come to test without an appointment; (3) they do not have a valid photo ID card and/or (4) they arrive more than 10 minutes late for their appointment.

 **The Professor must:**

* Fill out Part 2 of the **Test Cover Sheet** completely and submit it with the test to OAS **at least two business days before the proposed test date**. Exams and **Test Cover Sheets** may be brought to OAS in person (Downs Hall 122), or emailed (accessibilityservices@kean.edu).

 Please be sure to:

* Fill in the “last date testing permitted” and “scheduled time for test” fields.
* State the “class time allotted for test” (OAS will calculate the appropriate amount of time allowed for the test based on the student’s accommodations).
* Testing aids permitted for all students in the class, if applicable (OAS will determine if the student requires any additional aids based upon the student’s accommodation).
* List any additional testing instructions, if needed.
* Let us know how you would like to the test returned to you. You can pick it up, or we can email to you (please let us know how/where you would like it sent).

#  Contact Information

Office of Accessibility Services (Downs Hall 122)

Phone: 908-737-4910 E-mail: accessibilityservices@kean.edu