

Student Disability Services Testing Request Form

(Please read instructions on reverse side carefully)

Today's Date	Student Name

↑↓ Today's Date must be at least **3 business days** before Exam Date

Exam Date	Exam Time	Student ID

Course Code (i.e., PSY 112)

Professor Name

Scribe <small>7 day advance notice required</small>	Reader <small>7 day advance notice required</small>	Software (if needed)
<input type="checkbox"/>	<input type="checkbox"/>	

Staff Use Only:

Starting Proctor Name	Cancelled	Missed	Late
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Actual Start Time	Allotted End Time	Actual Stop Time	Ending Proctor Name

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Testing Request Form Instructions

To ensure testing proctor availability in the SDS Testing Center, testing requests must be submitted **at least 3 full business days in advance of regular exams** and **7 days in advance of final exams**. **If you need a scribe/reader**, testing requests must be submitted **7 days in advance**.

To schedule your exam in the SDS Testing Center:

- Complete the reverse side of this form for each exam.
- Enter the software you will be using if applicable (i.e., “Word”).
- Insert the completed form into the Test Request box at SDS or email to **disabilityservices@ccsu.edu**.
- Arrive on time for your exam.
- Notify SDS immediately if you need to cancel or reschedule your exam date or time: 860-832-1952 or **disabilityservices@ccsu.edu**.

Please remind your professor to provide your exam to SDS prior to the date of your exam.

REMINDER:

Testing must be completed by 15 minutes prior to the Testing Center’s closing time

SDS Testing Center Hours:

Monday – Thursday: 8:00 AM – 8:00 PM

Friday: 8:00 AM – 5 PM

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