



DRC READER REQUEST FORM

Readers read aloud test questions for students with visual impairments or learning disabilities. Students using a reader require testing in a separate room, alone. Requests for readers should be made at least 5 business days in advance if at all possible. We strongly encourage you to submit the DRC Reader Request Form listing all of your class's exams early in the session. Please refer to the DRC student's accommodation letter for details about their individual accommodations.

Student's Name _____ Today's date: _____

I. Contact Information:

Instructor's Name _____ Campus Phone# _____ E-mail Address _____

Course Name _____ Course Number/Section _____

Bldg./Room# Where Class Meets _____

II. Exam Details

Department Contact _____ Email _____ Phone _____

Who will be proctoring the exam? _____ **Note:** Readers can simultaneously serve as proctors.

Who will deliver the exam to the testing location and return it for grading? _____

Note: Readers can pick up, deliver, and return the exam

Location and time of exam pick-up _____

Location of exam drop-off _____

Who will the student contact for questions during the exam?

Name: _____ Contact Info: _____

Students are not allowed to ask questions during the exam.

III. Dates and Times of Exams:

List all exams, including the final exam.

Date of Exam (M/D/Y)	Day of Exam (M-F)	Amount of Time Class has to complete Exam	Exam Room for <u>This Student</u>	Exam Start Time for <u>This Student</u>	Exam End Time for <u>This Student</u>

VI. Special Instructions:

We will not permit the student to bring anything into the testing room except blank paper and writing instruments. If the student is permitted any additional materials **please select the appropriate box(s) below:**

Calculator Dictionary Notebook Periodic table Ruler Molecular Model Kit

Textbook(s), *Please specify* _____

Note sheet/card: How many? _____ Front and back? Yes No Size of note card(s): _____

Additional items and/or instructions: _____