



DRC CCTV REQUEST FORM

Closed Caption Television (CCTV) enlarges hard copy documents, allowing students with visual impairments to access paper exams. Because the screen can be visible by others, the CCTV requires a separate room. The DRC will deliver and set up the CCTV at the exam location. Requests for a CCTV should be made at least 5 business days in advance if at all possible. We strongly encourage you to submit the DRC CCTV 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: CCTV assistants can simultaneously serve as proctors.

Location of exam pick-up _____ Location of exam drop-off _____

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

Note: If you are requesting a CCTV, the DRC assistant can pick up, deliver, and return the exam

Who will the student contact for questions during the exam? Name: _____ Contact Info: _____

III. Dates and Times of Exams:

List all exams, including the final exam.

Date of Exam	Day of Exam Indicate (M-F)	Time Exam is to be picked up	Amount of Time Class Gets for Exam	Time of Day This Student Should Start Exam	End Time for Exam (with Extra Time Included)	Location of Exam for This Student

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 disability related accommodations as per their DRC letter, **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 of note card(s)? Yes No Size of note card(s): _____

Additional items and/or instructions: _____
