



DRC SCRIBE REQUEST FORM

Scribes take dictation, writing verbatim the answers spoken by students who are substantially limited or unable to write themselves. Students using a scribe require testing in a separate room, alone. Requests for scribes should be made at least 5 business days in advance if at all possible. We strongly encourage you to submit the DRC Scribe 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:** Scribes can simultaneously serve as proctors.

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

Note: Scribes 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: _____