



Student Disability Resources Exam Accommodations Room Request Form

Please complete the form below to request a room to accommodate students who have been granted accommodations from the Student Disability Resources Office.

Name of Instructor _____

Email Address _____ Course Subject _____ Course Number _____ Section _____
Ex. COMM 100 001

Please list **ALL** regular exam dates and times

Exam Date	Time of Exam	Length of Exam

Student Name _____

Has the student presented their Academic Adjustment letter to you? Yes No
 (If **'No'**, contact 814-863-1807 to verify if the student is approved for academic accommodations.)

What is your preference in terms of accommodating the student?

The student will schedule each exam with the SDR office and I will provide them with the exam

OR

As the instructor, I will provide a proctor and request space for the student to take the exams.
*****Proctor will be responsible for knowing all specifics regarding test procedures**

If you prefer to hold the exam on site, please complete the following:

Proctor Name _____

ADA Accommodations needed _____

Room Preference (not guaranteed) _____

**Submit this form to Lacy Miller in 201 Carnegie
 or email to ljs216@psu.edu**