**CASAS Testing Center**

**Testing Accommodation Exception Form**

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| *This form is used when a student has not booked a test request through the Accommodate portal at least 7 days before the scheduled test date. Please know that due to proctor and space availability, test exceptions will be considered but cannot be guaranteed and that limited testing spots may be available during intersessions and midterm and finals weeks.* |

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| Student name |  |
| Professor name |  |
| Professor contact information |  |
| Course & section |  |
| Testing date |  |
| Standard testing time (excluding extended time) |  |
| Test format (paper, online, etc.) |  |
| Test instructions, Etc.  Please be as specific as possible.  May the student use supplemental materials (e.g., calculator, notes, textsbooks, etc.) during the test?  For online testing, include the **test access code** and make sure you have added the extended time to the standard testing time. |  |
| How will test materials be delivered to CASAS? |  |
| How should test materials be returned to you? |  |