

**Center for Access and Accommodative Services**

**Student Testing Appointment Form**

Students must make an appointment for every exam they wish to take at the CAAS by submitting an appointment form.

Appointment forms must be received by the CAAS a minimum of two days prior to the testing date students are requesting.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Phone and email are necessary to confirm appointments.

Class: (example: MAT 085 002) \_\_\_\_\_

Date you want to take the test: \_\_\_\_\_

Day of the week: \_\_\_\_\_

Time: (Must be on the hour or half-hour earliest time available is 8:30am) \_\_\_\_\_

Amount of time you will need to take the exam. (Class time plus your accommodation time)

\_\_\_\_\_

Approved equipment you wish to use for the exam. Please circle

Kurzweil      CCTV      Dragon

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For office use only

Staff accepting request: \_\_\_\_\_

Date Confirmed: \_\_\_\_\_

Staff Confirmed: \_\_\_\_\_