

# Accommodated Test Reservation Form

**WCTC Testing Center**  
 800 Main Street; room C-020  
 Pewaukee, WI 53072  
 262.695.6215 (Phone); 262.695.6218 (Fax)  
 testingcenter@wctc.edu

**You must have a current Accommodations Plan on file with the Student Accessibility Office in order to use the Testing Center for tests.** Give a copy of your current Verified Individual Student Accommodations Card to your instructor. **Need assistance filling out this form?** Contact the Student Accessibility Office, room C-021. 262.691.5318.

**Student Information:**

- Fill out **only** the **Student Information** portion of the Accommodated Test Reservation form **completely and clearly**.
  - Tests should be scheduled during the day and time that your class is being tested, if this is not possible you and your instructor will agree on an alternative date and time.
  - You may want to attach the test dates from the course syllabus in order to schedule the entire semester.
  - The Testing Center Staff will make every effort to facilitate the when it is being administered in the class (even outside our normal office hours).
  - Do not schedule tests during lecture time or test review.
  - Submit requests at least **5 business days prior** to the test date. **Late requests may not be accepted.**

Submit this request either by dropping it off in the Testing Center during office hours or email it to testingcenter@wctc.edu.

Student Information (to be filled out by student)	
Name	Email _____ @my.wctc.edu
Student ID#	Phone _____
Course Name	Exam Name (ex. Chapter 1 Test)
Instructor Full Name	Instructor Email _____ @wctc.edu
Date(s) and time(s) exam(s) is given in class	Alternative test date(s)/time(s) approved by instructor
<input type="checkbox"/> Course syllabus attached	

Instructor Information (to be filled out by instructor)		
Phone _____	Indicate the best way to contact you during exam: <input type="checkbox"/> email <input type="checkbox"/> phone <input type="checkbox"/> other: _____	Time allowed for test in class: _____
Is this an online test? <input type="checkbox"/> Yes <input type="checkbox"/> No		
URL: _____ Password (if needed): _____		
Is this a Blackboard or Canvas test? <input type="checkbox"/> Yes <input type="checkbox"/> No	Special software needed for this test? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Password (if needed): _____	Type: _____	
Allowed items: <input type="checkbox"/> Open book <input type="checkbox"/> Open note (type): _____ <input type="checkbox"/> Calculator (type): _____		
Other: _____		
Return test: <input type="checkbox"/> Scan and email <input type="checkbox"/> I will pick up		

Testing staff only
<input type="checkbox"/> Calculator <input type="checkbox"/> Extended time _____ <input type="checkbox"/> Total time _____ <input type="checkbox"/> Private testing room
<input type="checkbox"/> Reader <input type="checkbox"/> Scribe <input type="checkbox"/> Interpreter <input type="checkbox"/> Text to Speech <input type="checkbox"/> Speech to Text
<input type="checkbox"/> Other _____



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### Instructor Information:

At the beginning of each semester, students choosing to use testing accommodations will present you with a **current** Accommodations Plan. **IF the student chooses to use the Testing Center for tests the student will fill out an Accommodated Test Reservation Form for each test.**

1. After the Testing Center receives the Reservation form from the student, you will receive an email from testingcenter@wctc.edu.
  - Verify that the student has provided you with a **current** Student Accommodation Plan.
  - Reply to the email with the test administration information requested.
    - » Since your availability during the test administration will be limited; please give us clear instructions regarding your test and how to contact you.
2. Submit the actual test at least **two business days** before the scheduled test date; either email or drop it off during office hours.
  - This will allow us to prepare for the test appropriately, especially when working with adaptive software.
  - Along with the test, include any additional materials needed.
    - » For example, you will need to provide scantron answer sheets for your tests.
  - **On the day of the test, the Testing Center staff will not have the ability to track down the test, additional materials or resources.**
3. Indicate how to return the test to you.
  - Scanned and emailed.
  - Pick up in the testing center.

### Testing Center Policies:

- You must have a valid photo ID. If you fail to present a valid ID, you will not be allowed to test.
- Cell phones and all other electronic devices are not permitted in the testing room. Lockers are available.
- Purses, backpacks, caps/hats, coats/hooded sweatshirts, watches, wallets and bags must be placed in lockers.
- There are surveillance cameras in the Testing Center.
- Children and guests are not allowed in the Testing Center.
- Food and beverages are not allowed in the testing rooms.

### Office Hours:

Monday – Thursday  
8:00 a.m. – 5:00 p.m.

Friday  
8:00 a.m. – 4:30 p.m.

