



Testing Services Referral Form

For Office Use Only

Seat #

USB #

Locker Key #

Time In:

Time Out:

Faculty Pickup
(Date/Signature):

Faculty Surname:

Faculty First Name:

Contact Phone No:

Student Name:

Student Number:

Course Code:

Test Name:

What is the amount of time permitted for this test?

(Please do not include any additional accommodated time)

Hours

Minutes

What is the date range in which the student is permitted to write?

to

Permitted Test Materials – Please Indicate what should be made available to student:

- Computer
- Formula sheet
- Calculator: Basic Scientific Graphing
- Scantron (attach to test)
- Notes
- Textbook: _____
- Exam Booklet
- Dictionary/Thesaurus
- Internet Access: _____

Other Materials: _____

Accommodations for students Registered with Accessible Learning Services (to be completed by instructor):

- Extra Time: 1.5 time (1.5x) 2 times (2x)
- Computer
- Assistive Technology/Software
- Calculator: Basic Scientific Graphing
- Distraction minimized/specific seating preference
- Memory Aid (Faculty member to submit with test)
- Private Room
- Reader/Scribe
- Spellcheck
- Supervised Breaks
- Other: _____

NEW! Electronic Submission Tool:

Faculty can submit tests through the **online submission tool** for all students (including those students who have an electronic format accommodation).

There is no need to drop off in person if you are submitting online. The test will be returned to faculty via their Humber email address.

Faculty may submit tests/exams through the online submission tool if the test can be completed in Microsoft Word using our digital scantron, or through any other common computer application we have available.

<http://www.humber.ca/student-life/testing-services/services-faculty/electronic-test-submission>

Insufficient Time Acknowledgement (if applicable):

I understand that Testing Services closes at _____ and as a result, I will not receive my full time allotted to complete this test. Student Initials: _____

Student Signature:

By signing this form you agree to Testing Services Rules and Regulations as noted on <http://www.humber.ca/student-life/testing-services/services-students/testing-rules-and-regulations>. Students found in possession of unauthorized materials will have these materials confiscated and their test terminated. An incident report will be provided to the instructor.