



Learning Access Program Testing Accommodation Scheduling Form

Instructions for Testing Center Scheduling

Students must discuss the scheduling of exams with their faculty prior to each exam. If a student will be utilizing the testing center, this form must be completed in full by the student and the faculty, then the student must schedule their testing appointment with the Learning Access Program at least 48 hours prior to the start of the exam. Failure to schedule the test in advance may require you to reschedule your test, based on availability of proctors, readers, and/or scribes, upon professor approval.

Once an exam is scheduled, the student may not make changes to the appointment. If additional information or assistance is needed, please call 609.652.4988.

Course Information

Student Name _____

Course Name _____ Professor Name _____

Course Day(s) _____ Course Time _____ Classroom _____

Student Responsibilities for each exam:

I understand that I must arrive

Faculty Completion:

Students testing in the classroom are often able to ask questions and request clarification on exam questions. Please provide contact information so that LAP can contact you should