



Authorization to Administer Test

San Luis Obispo Campus
 Building 3300, Room 3333
 (805) 546-3100, Ext. 2485
 Testing Fax (805) 546-3165
 Email: alttest@cuesta.edu

North County Campus
 Building N3024
 (805) 591-6215
 Testing Fax (805) 591-6372
 Email: alttest@cuesta.edu

Hours of Operation: Testing Hours: 8:00 a.m. to 4:30 p.m. - Final Exam Hours: 7:30 a.m. to 5:00 p.m.

Authorizations submitted to DSPS Support Services less than one week in advance of the exam date will not guarantee requested testing arrangements. Please contact DSPS Testing Room for assistance.

Student Completes the Following:

Student's Name: _____ Class name/number (ex: Hist 7B): _____
 Date Form Requested: _____ Instructor's Name: _____
 Student Signature: _____ Student's Phone or Email: _____

Instructor Completes the Following:

Quiz # _____ Test # _____

Exam to be delivered to DSPS 24 hours prior to test time via: Email Fax Instructor/Faculty Support

Date test to be administered by DSPS

Starting Time

Amount of Time Class is Allowed

Please Initial Testing Accommodations:

_____ Open Book _____ Dictionary _____ Calculator: 4-Function Scientific Graphing
 _____ Class Notes _____ Computer _____ +/x Table
 _____ 3 x 5 Card Other (Please specify) _____

Check calculators that apply:

Instructor's Signature: _____ Date: _____ Phone: _____

DSPS Office Use Only:

Test Site: SLO NCC SCC

SEC Expiration Date ____/____/____

Extended Time: x1½ x2 x _____

Private Room Scribe _____

Reader _____ / Kurzweil / Alt Media / JAWS

Enlarged print Computer _____ Spell checker

4-Function Calculator +/x Tables

Interpreter _____ Other _____

◆ DSPS received test on: ____/____/____ from
 Instructor Email Fax Faculty Support.

◆ DSPS administered test on: ____/____/____
 Start time: _____ Stop time: _____

◆ DSPS returned test on: ____/____/____ to
 Instructor picked up from DSPS
 Returned to Department Office/Faculty Support