



**Authorization to Administer Test**  
Disabled Student Program & Services

This completed form  
must be returned to the DSPTS office  
ONE WEEK IN ADVANCE of the exam.

In accordance with federal and state laws and regulations which mandate supportive services to students with disabilities, Disabled Student Programs & Services (DSPTS) administers tests/quizzes for students whose disabilities necessitate this service.

Staff: \_\_\_\_\_ IWD, SWD, or PU \_\_\_\_\_ / \_\_\_\_\_ am pm

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

Social Security #: \_\_\_\_\_

\*SEC: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: x1½ x2 Other \_\_\_\_\_

\*The Student Educational Contract for Support Services was approved on this date based on disability verification.

Instructor: \_\_\_\_\_

Course #: \_\_\_\_\_

Form picked up: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

pidwd up.

Form received:

**Procedure** for arranging test administration through DSPTS:

- (1) Student requests Authorization form. DSPTS staff confirms SEC and completes above portion.
- (2) Student and instructor meet to complete Arrangement section below. Instructor retains goldenrod copy.
- (3) Student returns completed form to DSPTS **at least ONE WEEK prior to test**. Student retains pink copy.

Note: When Readers, Scribes, or computers are needed, special scheduling in advance is required.

**Arrangement** Instructor completes this section w/ student.

√ one

DSPTS will pick up the test on \_\_\_/\_\_\_/\_\_\_ from division secretary, at least 24 hours prior to test time.

If test is not available 24. hours in advance of test time, instructor must arrange test delivery to DSPTS:

**Administration** DSPTS completes this section.

DSPTS received this test on \_\_\_/\_\_\_/\_\_\_ from:

Division Secretary

Instructor

Other \_\_\_\_\_ initial

DSPTS will adhere strictly to the beginning and ending times on this form. There is a ten minute grace period for beginning the test. After the ten minute grace period, the test is no longer available for the student to take and the exam will be returned to the instructor.

DSPTS will administer this test on \_\_\_/\_\_\_/\_\_\_

Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

The class will take the test on \_\_\_/\_\_\_/\_\_\_

Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

DSPTS / Instructor authorize the following:

- |                             |                                |
|-----------------------------|--------------------------------|
| _____ Open Book             | _____ Calculator: 4-function   |
| _____ Open Notes            | _____ Calculator: graphing     |
| _____ Dictionary            | _____ Computer, ATCenter _____ |
| _____ Spell Checker         | _____ Periodic Table           |
| _____ Scratch Paper         | _____ Reader _____ Scribe      |
| _____ Other (specify) _____ |                                |

√ one

DSPTS will deliver the test within 24 hours to division secretary.

- or -

Instructor will pick-up test from DSPTS.

DSPTS administered this test on \_\_\_/\_\_\_/\_\_\_

Start Time: \_\_\_\_\_ initial Stop Time: \_\_\_\_\_ initial

Proctor: \_\_\_\_\_

If used, DSPTS will initial the following:

- |                     |                              |
|---------------------|------------------------------|
| _____ Open Book     | _____ Calculator: 4-function |
| _____ Open Notes    | _____ Calculator: graphing   |
| _____ Dictionary    | _____ Computer, ATCenter     |
| _____ Spell Checker | _____ Periodic Table         |
| _____ Scratch Paper | _____ Reader _____ Scribe    |
| _____ Other _____   |                              |

Returned to: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ Time: \_\_\_\_\_ initial

Instructor's Signature \_\_\_\_\_ Extension \_\_\_\_\_

Student's Signature \_\_\_\_\_ Phone# \_\_\_\_\_