

Testing Arrangement Form

Return completed forms to: [North Bldg. Rm.300] or email accesstesting@hunter.cuny.edu
For assistance, please call 212-650-3582 or email accesstesting@hunter.cuny.edu
Requests must be submitted at least **TWO WEEKS** before exam date. Late requests are not guaranteed.
Hours of Operation: (Mon-Thurs 9:00-7:00 PM, Friday 9:00-5:00 PM)

Section A: The following must be completed by the STUDENT

Student Name:				Instructor Name:		
Student Contact Information:(email/ phone)				Instructor Contact Information:(email/ phone):		
EMPLID:				Course/Section & Classroom location:		
Exam Date	1	2	3	4	MIDTERM	FINAL
Start Time	1	2	3	4	MIDTERM	FINAL
Exam Length: (Do Not Calculate)	1	2	3	4	MIDTERM	FINAL

Do any of these exams conflict with a class schedule, or are outside Access Center's office hours?

☐ Yes (STOP! ☹ Discuss an alternative time and/or date of the exam(s) with your professor and proceed to "Section B").

☐ No (Ask your Professor to fill out "Section C")

Section B: Indicate ALTERNATIVE Exam Date/Time If Applicable:

Alt. Date	1	2	3	4	MIDTERM	FINAL
Alt. Time	1	2	3	4	MIDTERM	FINAL

Student Signature: X	Instructor Signature: (Required for alternative time requests) X
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Section C: The following must be completed by INSTRUCTOR

Submission information for the exam	Return information for the exam
The exam will be: <input type="checkbox"/> Delivered: <u>North Bldg. Rm. 300</u> <input type="checkbox"/> Emailed: accesstesting@hunter.cuny.edu <input type="checkbox"/> Online	The exam is to be returned by: <input type="checkbox"/> Will pick-up: <u>North Bldg. Rm. 300</u> <input type="checkbox"/> Email:
Additional Notes/Comments/Instructions: (e.g., calculator use, formula sheet, etc.) <small>Note: Only materials indicated will be permitted during the exam</small>	
Facilitating Testing Accommodations is a shared responsibility amongst our office, students, and faculty. Please ensure our office receives the exam within 48 hours before the exam date.	

Testing Accommodation Form Guide:

*Before filling out a **Testing Accommodation Form (TAF)**, you must share your accommodation letter with your instructors confirming your registration with the Office of AccessABILITY and the accommodation received.*

When requesting testing accommodations, you must submit a Testing Accommodation Form (TAF) to the testing coordinators via email (@accesstesting@hunter.cuny.edu) or in person to North 300 within at least two weeks before the exam date.

Late requests are not guaranteed and may require rescheduling.

TAF Checklist:

Please review this checklist before submitting your TAF to ensure you've taken the necessary steps.

☐ **Section A (Student)**

1. Fill out your (student) information, including your name, EMPLID, contact information, and the course code of the course you are requesting accommodations for
2. Indicate **ALL** the course exam dates and the start time and length of the exam for the class (without calculating your extended time).

☐ **Section B (Alternative Time Request Only)**

1. Only complete this section if you believe your exam will **conflict** with another class or will be outside our center's hours of operation.
2. **Discuss an alternate date and complete section B with your course instructor.** Once completed, ask your professor to provide their signature indicating approval. Alternative time requests will only be granted with professor approval and if an eligible time conflict is present.

☐ **Section C (Instructor)**

1. Ask your instructor to complete this section, including how the exam will be submitted to the office and the completed exam's return information.
2. Instructors may provide any additional notes, comments, or instruction relevant to the exam.

☐ **Submit TAF to Access Testing Center**

1. When you have completed Section A
2. Alternative Time Only (Section B) was completed by both you and your instructor
3. AND, Instructor has completed Section C

If you need further assistance filling out your TAF, schedule an appointment with one of our Testing Coordinators.