

# Accommodated Testing Form Instructions

Suite 1182    Phone: 303-914-6733    VP: 720-336-3893    [access@rrcc.edu](mailto:access@rrcc.edu)

***All accommodated tests are processed through Accessibility Services.***

***This form must be submitted for any accommodated tests requiring a proctor that are taken outside of the classroom (typically in the Assessment Center or Accessibility Services).***

***This form takes the place of the cover sheet completed by instructors at the Assessment Center.***

## Student Responsibility:

- **Communicate with your instructor if you want to test outside of class ahead of time and notify them of any testing appointments you make.**
- Schedule a testing appointment in the Assessment Center by contacting [assessment.center@rrcc.edu](mailto:assessment.center@rrcc.edu) or 303-914-6727. If you are approved to test in Accessibility Services, contact [access@rrcc.edu](mailto:access@rrcc.edu) or 303-914-6733.

## Instructor Responsibility:

- **If the student is taking the test outside of class, submit the completed Accommodated Testing Form with the test 24 hours prior to the test date if possible.**
- You must submit the test to Accessibility Services with the Accommodated Testing Form unless the test is at the Arvada Campus (see directions below).
- Test pick-up will be in the **Assessment Center** at the campus the student takes the test unless other arrangements are made.
- If your tests are administered through D2L or other online platform, you may be able to adjust tests for extended time yourself. Other accessibility tools may also be available (ex: read aloud/text-to-speech). **If all of a student's test accommodations can be met in the online platform, you do not need to complete this form.**

## Options for Accessibility Services to receive the test:

### Lakewood Campus options:

- Complete the [Form Stack online](#) and attach the test (and other test materials if needed).
- Email the test and the [Accommodated Testing Form \(PDF\)](#) to [access@rrcc.edu](mailto:access@rrcc.edu).
- Drop off the test and form at Accessibility Services (Suite 1182). Physical copies of the Accommodated Testing Form are available in our office.

### Arvada Campus options:

If the student is testing at the Arvada Campus Assessment Center (Rm 7117), testing material(s) should be emailed to [assessment.center@rrcc.edu](mailto:assessment.center@rrcc.edu) or dropped off at the Arvada Campus Assessment Center. Test pick-up will be at the Arvada Campus Assessment Center unless other arrangements are made. If you have questions, contact the Assessment Center at [assessment.center@rrcc.edu](mailto:assessment.center@rrcc.edu) or 303-914-6727.

If you have any questions, concerns, or suggestions, please contact our office.