



## **Accommodated Testing Form Instructions**

Phone: 303-914-6739 V.P.: 720-372-1591 Fax: 303-914-6833 Email: [access@rrcc.edu](mailto:access@rrcc.edu)

### **1. Accommodated Testing Forms are located in:**

- A) Accessibility Services on the Lakewood Campus room 1182 inside the Learning Commons.
- B) Online [www.rrcc.edu/accessibility-services/faculty-resources](http://www.rrcc.edu/accessibility-services/faculty-resources).

### **2. Students Responsibility:**

- A) To provide the instructor with a copy of the Accommodated Testing Form at least one class period prior to the test date. If the Accommodated Testing Form is presented to the instructor the day of the test, the instructor has the right to deny Accommodated Testing.
- B) On the day of the test, your test will be in the Assessment Center unless you have made prior arrangement with Accessibility Services.

### **3. Instructor Responsibility:**

- A) Submit the completed Accommodated Testing Form with the test **24 hours prior to the test date** to Accessibility Services not the Assessment Center.
- B) If a student presents the Accommodated Testing Form in class the day of the test, you have the right to deny the student request. If the student is upset, then the student can speak with a staff member in Accessibility Services.
- C) If you would like Accessibility Services to keep the Accommodated Testing Form on file, then you will need to do the following; keep the testing deadline and how much time is the class allowed sections blank. You will provide that information on the day you submit the test.

### **4. Listed below are the options for Accessibility Services to receive the test:**

- A) Drop off in Accessibility Services.
- B) Email [access@rrcc.edu](mailto:access@rrcc.edu).
- C) Fax 303-914-6833.
- D) Drop Box outside the Learning Commons main doors by the drinking fountain.

If you have any questions, concerns or suggestions, please feel free to visit us in Accessibility Services at the Lakewood Campus in room 1182 or call or email.

**Office hours are:**

**Monday-Thursday 8:00am-5:00pm**

**Friday 8:00am-4:00pm**

**Saturday and Sunday **CLOSED****