



Accommodated Testing Form Instructions

Phone: 303-914-6739 V.P.: 720-372-1591 Fax: 303-914-6833 Email: access@rrcc.edu

1. Accommodated Testing Forms are located in:

- A) Accessibility Services on the Lakewood Campus room 1182 inside the Learning Commons.
- B) Arvada Campus room 7117 in the Assessment Center.
- C) Online at <http://www.rrcc.edu/accessibility-services> under the Forms or Faculty Resources sections.

2. Student 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.
- D) Test pick-up will be in the **Assessment Center** unless other arrangements are made.

4. Listed below are the options for Accessibility Services at Lakewood and the Arvada Testing Center to receive the test:

Lakewood Campus options:

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

Arvada Campus:

The Arvada Assessment Center will receive exams from instructors via email for students wishing to take the exam at the Arvada Campus. If the instructor does not have classes at Arvada, the exam will be emailed back to the instructor once the test is completed otherwise the test is to be picked up at the Arvada Assessment Center. Email address is susanne.eagan@rrcc.edu or call 303-914-6075.

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.