



# Accommodated Testing Form Instructions

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Email: [access@rrcc.edu](mailto:access@rrcc.edu)

## 1. Accommodated Testing Forms are located in:

- a. Accessibility Services in suite 1182 on the Lakewood Campus inside the Learning Commons.
- b. Arvada Campus room 7117 in the Assessment Center.
- c. Online under the Forms or Faculty Resources section at [www.rrcc.edu/accessibility-services](http://www.rrcc.edu/accessibility-services).
- d. Fill out an Accommodated Testing Form Stack to electronically send it to our office.

## 2. Student Responsibility

- a. To provide the instructor with a copy of the Accommodated Testing Form when presenting the Accommodation Letter.
- b. On the day of the test, your test will be in the Assessment Center unless you have made prior arrangement with Accessibility Services.
- c. If you decide to take the test or quiz in class, you must let your instructor know the class period before the test date.

## 3. Instructor Responsibility:

- a. 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 unless the test is at the Arvada Campus.**
- b. Test pick-up will be in the **Assessment Center** unless other arrangements are made.
- c. Contact Accessibility Services with any questions.

## 4. Listed below are the options for Accessibility Services at Lakewood and Arvada to receive the test: **Lakewood Campus options:**

- i. Drop off the test and form in Accessibility Services.
- ii. Complete a Form Stack online and attach the test.
- iii. Email the test and the Accommodated Testing Form to [access@rrcc.edu](mailto:access@rrcc.edu).
- iv. Fax the test and the Accommodated Testing Form to 303-914-6833.

### **Arvada Campus options:**

The Arvada Assessment Center will receive exams from instructors via email or in person 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](mailto: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 suite 1182 or call or email.