Disability Support Services
Test Request Form (a.k.a. The Pink Sheet)

0118 Shoemaker

Phone: 301.314.7217    Fax: 301.314.9478
Online form at: www.counseling.umd.edu/DSS/forms.html
DSSTest@umd.edu

STUDENT __________________________   TODAY’S DATE __________

EMAIL ___________________________   PHONE# __________________________

COURSE NAME & NUMBER ___________   INSTRUCTOR __________________________

CLASS DATE of exam (Include day)   Day ___________   Date ___________

CLASS TIME of exam                 From ___________   To ___________

REQUESTED DATE of exam (include day)   Day ___________   Date ___________
✓ If date is different from CLASS time – the Testing office must receive authorization from instructor

REQUESTED TIME OF EXAM             From ________  To ________
✓ Testing Office Hours: 9:00 am to 4:00 pm, Monday – Friday

ACCOMMODATIONS
(Please check only those listed on your Accommodation Letter and needed for this exam!)

Time & A Half   ☐   Double Time   ☐   Enlarged   ☐
Computer       ☐   Calculator (specify type?)   ☐   Reader   ☐
Scribed Exam   ☐   Private Space   ☐   Other (specify) ☐

NOTE: By signing this form, I acknowledge I will inform DSS 24 hours in advance of any cancellations or changes. Failure to do so may result in the cancellation of my testing privileges. I also agree to adhere to the University Academic Honesty Policy. I realize that any dishonest activities will be reported to my professor and to the Office of Judicial Programs.

STUDENT SIGNATURE ________________________________

Exam Received by: _______________   SIGNATURE _______________   PRINT _______________   OFFICE Location _______________

Phone: _______________   Date: _______________   Time: _______________
Disability Support Service Five (5) Day Testing Policy

- In order to schedule multiple exams with varied accommodations, our office asks for at least five (5) business day’s notice before the date of your exam to best accommodate you.
- Please see the sign-up schedule below to help plan for upcoming exams.
- If at all possible, we advise students to sign up for all tests and exams at the beginning of the semester to avoid scheduling problems.

Please note that there is a different sign-up deadline for Final Exams and you will be notified by email when appropriate.

No exceptions will be made to this policy. Please plan accordingly.

To take your test at DSS, you should sign up by…

- **MONDAY** to take a test on the following **MONDAY**
- **TUESDAY** to take a test on the following **TUESDAY**
- **WEDNESDAY** to take a test on the following **WEDNESDAY**
- **THURSDAY** to take a test on the following **THURSDAY**
- **FRIDAY** to take a test on the following **FRIDAY**

Test time calculations:

<table>
<thead>
<tr>
<th>50 min. Class</th>
<th>75 min. Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time &amp; A Half = 1 hr. 15 min.</td>
<td>Time &amp; A Half = 1 hr. 50 min.</td>
</tr>
<tr>
<td>Double Time = 1 hr. 40 min.</td>
<td>Double Time = 2 hr. 30 min.</td>
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</tbody>
</table>

For all exam questions contact

**DSS Testing Office**

0118 Shoemaker
301.314.7217   Fax: 301.314.9478

**DSSTest@umd.edu**

Office hours: Monday to Friday 9 to 4 PM