MAIN CAMPUS
DISABILITY RESOURCE CENTER – SSC 208
224-3259

MONTOYA/JMMC CAMPUS
DISABILITY RESOURCE CENTER – TW 204
224-5946

EXTENDED TIME TESTING FORM

LOG # _____

SECTION A – completed by STUDENT

STUDENT NAME: _____ ID#: _____

COURSE: _____ ___ ___ ___ ___ (Example: Math 1101) INSTRUCTOR: _____

CAMPUS TEST IS TO BE TAKEN AT: _____ TEST DATE: _____ TEST TIME: _____

I have read and will follow the Responsibilities and Procedures on the back of this form _____ **Initial here**

* TESTS CAN BE SCHEDULED TO BEGIN AT 8:15 AM AND MUST BE COMPLETED BY 4:45 PM

SECTION B – completed by INSTRUCTOR

NOTE TO INSTRUCTORS:

MAIN CAMPUS TESTS & COVER FORMS CAN BE EMAILED TO **Disability_Resource_Center@cnm.edu**

MONTOYA CAMPUS TESTS & COVER FORMS CAN BE EMAILED TO **Disability_Resource_Center_JMMC@cnm.edu**

IF THIS TEST IS NOT TAKEN AS SCHEDULED, IT WILL BE RETURNED TO THE INSTRUCTOR AFTER 48 HOURS

Verify Number of Pages in Test: _____ Instructor Contact: _____

Special testing instructions: Please indicate what student can have in the testing room: such as open book/notes, use a calculator, dictionary, etc. *If nothing is indicated student will **NOT** be allowed to use anything on the test.*

What amount of time will the *class* be given for this test? _____ hour(s) _____ minutes

WHEN TEST IS COMPLETED, HOW WILL TEST BE RETURNED?

☐ INTEROFFICE MAIL* to: (room #) _____ at: (campus) _____ (division) _____

* PLEASE NOTE: **FINAL EXAMS** WILL NOT BE SENT INTEROFFICE MAIL

☐ INSTRUCTOR WILL PICKUP TEST

☐ SOMEONE OTHER THAN THE INSTRUCTOR WILL PICK UP TEST (MUST PRESENT PICTURE ID) NAME: _____

☐ THE EXAM IS TO BE TAKEN ON THE COMPUTER AND ELECTRONICALLY SUBMITTED.

☐ SCAN AND EMAIL COMPLETED TEST (to CNM.EDU email address only)

INSTRUCTOR SIGNATURE: _____ **DATE:** _____

SECTION C – OFFICE Use Only

Student started test	Date: _____	Time: _____	Employee's Initials: _____
Student completed test	Date: _____	Time: _____	Employee's Initials: _____
Instructor picked up test	Date: _____	Time: _____	Instructor's Initials: _____
Placed in interoffice mail	Date: _____	Time: _____	Employee's Initials: _____
Scanned and emailed to Instructor	Date: _____	Time: _____	Employee's Initials: _____
Test not taken at DRC; sent back to instructor	Date: _____	Time: _____	Employee's Initials: _____

When test in the pick-box has not been picked up notify the instructor

Talked with instructor OR left message	Date: _____	Time: _____	Employee's Initials: _____

Student Responsibilities for Taking Tests at Disability Resource Center

You are responsible for the following procedure to schedule tests at Disability Resource Center. These must be done at ***least five days in advance*** of the test.

- Knowing the dates of tests (from your instructor and /or syllabus).
- Scheduling the test with Disability Resource Center Office (Main Campus – SSC 208 or Montoya Campus – K 211) to reserve a date, time, and room.
- Getting and completing the Extended Time Testing Form (Section A-Student).
- Completing a Special Request Form if you need an Interpreter, Reader, or Scribe for your test.
- Giving the Extended Time Testing Form to your instructor with Section A-Student completed.
- Notifying your instructor of the accommodations you will need to take the test (from your Student Accommodation Statement).

Finally, you are responsible for taking your test at Disability Resource Center at the date and time arranged with the Disability Resource Center Office.
Should you not be able to take the test as scheduled with the Disability Resource Center office, you are responsible for:

a. Notifying your instructor you cannot take the test as scheduled and arranging with your instructor another test date. **NOTE:** Disability Resource Center Office cannot keep your test for more than 48 hours after the scheduled test unless we are notified by the instructor to do so.
b. Contacting the Disability Resource Center Office to cancel and / or reschedule your test.

***Please be aware of the following procedures when you come to take your test at Disability Resource Center:**

1. All personal belongings (ex: backpacks, purses, hats, **cell phones**, etc.) will be locked in a cabinet. **You cannot take these into the testing room with you**.
2. Only materials specified by the instructor are allowed in the testing room with you (ex: textbooks, notes, dictionaries, etc.).
3. Personal calculators are allowed only when specified by your instructor.
4. Food and drink must be in clear plastic containers.
5. Pens, pencils, erasers, and scratch paper will be provided by the Disability Resource Center Office.
6. Scantrons and Blue Books that you bring in for your test will be exchanged with Scantrons and Blue Books provided by the Disability Resource Center Office.
7. Breaks will be supervised. You will have a Disability Resource Center escort for bathroom breaks.
8. Testing while listening to music will take place in DRC testing rooms. (This means music will only be made available to students at Montoya and Main. Those students who want to test with music and attend a different campus will have to schedule their tests at one of the two DRC test centers. Music devices and music will be provided by the DRC.
9. Testing rooms are monitored; any academic dishonesty* or violation or the rules stated above will result in the test being ended immediately and your Instructor notified. Continuation of the test will be determined by the Instructor.

* CNM Student Code of Conduct, § III. Academic Dishonesty, "Any student suspected of academic dishonesty will be subject to the investigative and disciplinary process outlined in the Academic Dishonesty Policy found in the Student Handbook."