



# KEAN

## OFFICE OF ACCESSIBILITY SERVICES

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### Adaptive Testing Services

#### **Part 1- Must be completed by the student**

Today's Date \_\_\_/\_\_\_/\_\_\_

Student's Name \_\_\_\_\_

Professor's Name \_\_\_\_\_

Course: \_\_\_\_\_ Class time: \_\_\_\_\_

#### **Part 2- Must be completed by the Professor**

Last date testing permitted \_\_\_\_\_ Class time allotted for test \_\_\_\_\_

Testing aids permitted for the entire class:

\_\_\_ Yes, indicate/explain below (notes, calculator etc.)      \_\_\_ No testing aids permitted

\_\_\_\_\_  
\_\_\_\_\_

Phone number in case OAS needs to contact you: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**\*\*\*Students will not be permitted to use aids unless indicated by Professor\*\*\***

**Additional Testing Instructions:**

\_\_\_\_\_

**Test Return Instructions:**

\_\_\_ Will pick up test      \_\_\_ Deliver in person to \_\_\_\_\_ fax or email \_\_\_\_\_

## Instructions for using Adaptive Testing Services

### The student must:

- Present a completed **OAS Accommodation Form** to their Professor
- Fill out Part 1 of the **Test Cover Sheet** and submit it to the Professor a week before the test date
- Call OAS via 55870153 to make an appointment to take the test ***at least one day before*** the proposed test date.
- On the day of your appointment, arrive on time with a valid photo ID card.
- **NOTE:** Students may be turned away from Adapted Testing if: (1) their **OAS Accommodation Form** is not current; (2) they come to test without an appointment; (3) they do not have a valid photo ID card and/or (4) they arrive more than 10 minutes late for their appointment.

### The Professor must:

- Fill out Part 2 of the **Test Cover Sheet** completely and submit it with the test to OAS at least two days before the proposed test date. Exams and **Test Cover Sheets** may be brought to OAS in person (GEH A219), or emailed ([xiazhenzhen@wku.edu.cn](mailto:xiazhenzhen@wku.edu.cn)).

Please be sure to:

- Fill in the “last date testing permitted” and “scheduled time for test” fields.
- State the “class time allotted for test” (OAS will calculate the appropriate amount of time allowed for the test based on the student’s accommodations).
- Testing aids permitted for all students in the class, if applicable (OAS will determine if the student requires any additional aids based upon the student’s accommodation).
- List any additional testing instructions, if needed.
- Let us know how you would like to the test returned to you. You can pick it up, we can deliver it in person, fax or email (please let us know how/where you would like it sent).

## Contact Information

Office of Accessibility Services (GEH A219)

Phone: (+86) 577-55870153

E-mail: [xiazhenzhen@wku.edu.cn](mailto:xiazhenzhen@wku.edu.cn)