

Trinidad Junior College
CTE Career and Special Services
Ron Barros, CTE Job Placement/Special Services Coordinator
Appointments 719-846-5456

Test / Quiz Administration

Trinidad State Junior College is committed to full compliance with both the ADA and Section 504 of the 1973 Rehabilitation Act. TSJC has adopted a policy that assures that reasonable accommodation is provided for students with disabilities so that they can participate fully in its educational programs, services, and activities. When deemed appropriate a student may receive an accommodation that involves having his/her testing scribed, read, in an alternate area (specifically marked CTE Career and Special Services) or a combination of these.

The student is responsible to arrange, with their instructor and the Office of CTE Career and Special Services, the time they will take the test. The instructor will then need to provide the office with the test prior to this time.

Please include this form with the test or quiz in order to ensure that the test administrator knows what will be required.

Student Name: _____ Class: _____

Instructor Name: _____ Ext.: _____

Testing Instructions:

Please check off what **should** be allowed.

Calculator Formula Sheet Dictionary Open Book Open Notes

Other: _____

Amount of time **this student** will have to take the exam: _____

Will breaks be allowed? Yes No **Exam must be completed by:** _____

Please return test to:

Faculty Mailbox # _____ Keep it, I will pick it up from you.

Other: _____

Instructor Signature: _____ **Date:** _____

For Office of Career and Special Services Use Only

Date Test Received: _____ Date Test Completed: _____

Test Start Time: _____ Test End Time: _____ Test Administrator: _____

Returned to Instructor By: _____ Date: _____