



Center for Access and Accommodative Services

Rooms A125, A137, and A141

Monday-Thursday 8:30-6:30 Friday 8:30-3:00

(708)456-0300 ext. 3917 and ext. 3636 caas@triton.edu

Faculty Testing Form

Exams to be taken at the CAAS must be accompanied by a completed Testing Form and may be submitted to CAAS in Room A 125 or via e mail at caas@triton.edu

Today's Date _____ Student (first/last name): _____

Faculty (first/last name): _____ Phone/Ext. _____

Class Name, #, and Section _____ How Many Minutes Does Your Class Get for the Exam? _____

Test or Quiz Name _____ Last Date Student Can Take Exam _____

If test is not taken by this date it will be returned to you:

Provide the Room Number where your mailbox is located _____

Materials students may use for the exam. Circle all that apply:

Book Notes Calculator Dictionary Scratch Paper Scantron

Special Instructions: _____

How should the exam be returned to faculty?

- _____ Deliver to Faculty mailbox by CAAS staff to:
Bldg. Name _____ Room _____
- _____ Faculty will pick up test in the CAAS
- _____ Student will deliver test to faculty in a sealed envelope
- _____ Online Transmission

Office Use Only _____

Equipment Allowed for Testing _____

Assigned Testing Location _____ Accommodative Test Time Allowed (# min.): _____

Testing Date _____ Time Exam must be completed: _____

Proctor _____

Time Exam Started _____ Time Exam Completed _____

Entered in CAAS Database _____

Delivery Date _____ Staff Delivering _____

Faculty Pick-up Date _____

Student Pick-up Date _____

Online Transmission _____

Date Recorded in Database _____ Staff Entering _____

Services Used

- Kurzweil _____
- Computer _____
- CCTV _____
- Calculator _____
- Low Dist. _____