



# 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

## Testing Form

Exams to be taken at the CAAS must be accompanied by a completed Testing Form.

Today's Date \_\_\_\_\_ Student \_\_\_\_\_

Faculty \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

Class Name and Section \_\_\_\_\_ Regular Class Time \_\_\_\_\_  
Allowed for Test \_\_\_\_\_

Test or Quiz Name \_\_\_\_\_ Last Date Test  
Can Be Taken \_\_\_\_\_

If test is not taken by this date do you prefer CAAS to:

Shred the test \_\_\_\_\_ Or Return the test to you \_\_\_\_\_ Room Number \_\_\_\_\_

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

Book   Notes   Calculator   Dictionary   Scratch Paper

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

### Office Use Only

Equipment Allowed for Testing \_\_\_\_\_  
(Circle Equipment Used)

Assigned Testing Location \_\_\_\_\_ Accommodative Testing Time Allowed \_\_\_\_\_

Testing Date \_\_\_\_\_ Proctor \_\_\_\_\_

Time Exam Started \_\_\_\_\_ Time Exam Completed \_\_\_\_\_

Entered in CAAS Database \_\_\_\_\_

Delivery Date \_\_\_\_\_ Staff Delivering \_\_\_\_\_

Faculty Pick-up Date \_\_\_\_\_

Student Pick-up Date \_\_\_\_\_

Date Recorded in Database \_\_\_\_\_ Staff Entering \_\_\_\_\_