

Disability Resources
Faculty Authorization Form
Testing Accommodations in ESS

Phone 216-368-5230

Fax 216-368-8826

essinfo@case.edu

<http://studentaffairs.case.edu/education>

Thank you for completing the online Faculty Authorization form. This information is essential to us as we administer your exam to your student. We make every effort to conform to your testing standards; however, we may not be able to do so without this information. We offer test administration for your students with disabilities as an option for you in meeting the accommodation needs of your students.

Please read "Testing Accommodation Procedures" and "Guidelines for Providing Test Accommodations" that were included with the accommodation memo your student presented to you. Students need a completed faculty authorization form on file in ESS before they may take any exams. Students must also reserve a space with our office to take your exams using our online test reservation system.

Student:		Student Network ID:	
Course:		Semester:	
Professor:		Course Schedule:	
Office & Phone #:		E-mail:	

Tests and Exams Schedule (please include final): at least 1 exam must be listed

	Date:	Allotted Time:	Class Location:
1.	Tools: <input type="checkbox"/> None <input type="checkbox"/> Open book <input type="checkbox"/> Open notes <input type="checkbox"/> Note card <input type="checkbox"/> Formula sheet (8.5 x 11) <input type="checkbox"/> Straight edge <input type="checkbox"/> Scientific calculator <input type="checkbox"/> Four function calculator <input type="checkbox"/> Other: _____		
	Date:	Allotted Time:	Class Location:
2.	Tools: <input type="checkbox"/> Same as above <input type="checkbox"/> None <input type="checkbox"/> Open book <input type="checkbox"/> Open notes <input type="checkbox"/> Note card <input type="checkbox"/> Formula sheet (8.5 x 11) <input type="checkbox"/> Straight edge <input type="checkbox"/> Scientific calculator <input type="checkbox"/> Four function calculator <input type="checkbox"/> Other: _____		
	Date:	Allotted Time:	Class Location:
3.	Tools: <input type="checkbox"/> Same as above <input type="checkbox"/> None <input type="checkbox"/> Open book <input type="checkbox"/> Open notes <input type="checkbox"/> Note card <input type="checkbox"/> Formula sheet (8.5 x 11) <input type="checkbox"/> Straight edge <input type="checkbox"/> Scientific calculator <input type="checkbox"/> Four function calculator <input type="checkbox"/> Other: _____		
	Date:	Allotted Time:	Class Location:
4.	Tools: <input type="checkbox"/> Same as above <input type="checkbox"/> None <input type="checkbox"/> Open book <input type="checkbox"/> Open notes <input type="checkbox"/> Note card <input type="checkbox"/> Formula sheet (8.5 x 11) <input type="checkbox"/> Straight edge <input type="checkbox"/> Scientific calculator <input type="checkbox"/> Four function calculator <input type="checkbox"/> Other: _____		
	Date:	Allotted Time:	Class Location:
5.	Tools: <input type="checkbox"/> Same as above <input type="checkbox"/> None <input type="checkbox"/> Open book <input type="checkbox"/> Open notes <input type="checkbox"/> Note card <input type="checkbox"/> Formula sheet (8.5 x 11) <input type="checkbox"/> Straight edge <input type="checkbox"/> Scientific calculator <input type="checkbox"/> Four function calculator <input type="checkbox"/> Other: _____		
	Date:	Allotted Time:	Class Location:
6.	Tools: <input type="checkbox"/> Same as above <input type="checkbox"/> None <input type="checkbox"/> Open book <input type="checkbox"/> Open notes <input type="checkbox"/> Note card <input type="checkbox"/> Formula sheet (8.5 x 11) <input type="checkbox"/> Straight edge <input type="checkbox"/> Scientific calculator <input type="checkbox"/> Four function calculator <input type="checkbox"/> Other: _____		

Must this student take the test during the above test times? _____

What is the acceptable window within which the test must be taken? _____

May we contact you during the exam if the student has any questions? _____ If so, how? _____

(If you cannot be contacted during an exam, the student will be instructed to finish what he can and then the exam will be sealed in an envelope and the student will be sent to find you to ask questions.)

How will exams be delivered to ESS? _____

The student will return the exam sealed in a confidential envelope immediately upon completion unless you request below to pick it up yourself.

To whom and where should the student return it? _____

(Note: Tests are available for pick-up any time after they are completed.)