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# TESTING SERVICES – ACCOMMODATION REQUEST FORM

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## THIS SECTION TO BE COMPLETED BY STUDENT:

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**NOTE: This section must be complete and documentation submitted to the Office for Students with Disabilities (University Hall, Room 102, 817-272-3364) in order to process your request for testing accommodations.**

Name:

UTA Student ID#:

E-mail:

Address:

Contact Number:

Alt. Contact Number:

Accommodations are requested for the following tests:

- Institutional SAT     Accuplacer     CSP     GSP     DSST     HESI  
 Credit by Examination (Specific test/subject: \_\_\_\_\_ )  
 Other:

Anticipated test date:

Please list the specific accommodations you are requesting:

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I have read and understand the requirements for obtaining testing accommodations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## THIS SECTION TO BE COMPLETED BY THE OFFICE FOR STUDENTS WITH DISABILITIES:

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The following accommodations have been approved by the Office for Students with Disabilities.


Office for Students with Disabilities: \_\_\_\_\_ Date: \_\_\_\_\_

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

## **Procedures for Obtaining Accommodations for Exams in Testing Services**

- 1) Complete the Testing Services Accommodation Request Form on the reverse side as instructed. Please be sure the information you provide is accurate.
  
- 2) If you are not already registered in the Office for Students with Disabilities (OSD), you must complete the registration process before OSD is able to complete your request. Please see OSD's Web site at [www.uta.edu/disability](http://www.uta.edu/disability) for information on how to register or contact them at 817-272-3364 for more information. (NOTE: OSD will not be able to approve any accommodation requests for individuals who have not completed the registration process for disability services at UT Arlington).
  
- 3) After completing the student portion of the form, please deliver to OSD in room 102, University Hall or fax to 817-272-1447. If you are already registered in OSD, please allow 3-5 business days for processing your request. If you are **not** already registered with OSD, this process will take 2-4 weeks depending on appropriateness of documentation and availability of staff.
  
- 4) Once OSD has reviewed and approved the appropriate accommodations, they will forward the completed form to Testing Services and notify you via your contact information as noted on the form.
  
- 5) Any specific information related to implementation of the approved accommodations and/or scheduling of your test must be arranged directly with Testing Services.