

# Services for Student with Disabilities Test Scheduling Form

Student Success Center University West 129 3007 N. Ben Wilson  
Phone: (361) 570-4288

Exams are scheduled between **8:30 am and 4:30 pm, M-F only**  
SSC requires receipt of this completed form at least **10 BUSINESS DAYS**  
before the date of the exam in order to ensure availability.

**\*\*ALL** fields must be completed! If form is incomplete, the exam will not be scheduled\*\*

## **TO BE COMPLETED BY THE STUDENT**

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Course/Course Number: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

Instructor's e-mail: \_\_\_\_\_

### **Dates Testing at SSC:**

Circle Exam or Quiz	DATE	TIME
EXAM / QUIZ		
EXAM / QUIZ		
EXAM / QUIZ		
EXAM / QUIZ		
EXAM / QUIZ		
<b>FINAL</b>		

Additional materials (notes, calculator, etc.) \_\_\_\_\_

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## **TO BE COMPLETED BY INSTRUCTOR**

How will instructor deliver exam to SSC?

E-mail [testing@uhv.edu](mailto:testing@uhv.edu)

Scan exam

Hand deliver

Interoffice mail

How will instructor receive exam?

Via e-mail (for electronic exams only)

Scan exam

Pick up

Interoffice mail

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Instructions: \_\_\_\_\_

**\*\*Please send exam at least one day before it is scheduled to occur.\*\***