

Sociology Exam Accommodations Form

195 Ketchum

Sociology@Colorado.edu

Instructions:

Today's Date: _____

1. Submit one request form per Sociology class.
2. Fill out Student Section.
3. Ask professor (or TA) to fill out and sign Professor Section.
4. Submit to the Sociology Office or email it to sociology@colorado.edu
5. Submit requests at least **48 hours** prior to the exam date.
6. Use separate *Finals Request Form* for final exams.

STUDENT COMPLETES THIS SECTION

Student Name: _____ Student ID: _____

Student Phone: _____ Email: _____ @colorado.edu

Course Prefix and #: _____ e.g. ANTH 2155

Dates/Times of Exams: _____

Preferred Dates/Times of Exams: _____

(If different from class)

PROFESSOR (OR TA) COMPLETES THIS SECTION

Instructor Name: _____ Instructor Phone: _____

Instructor Email: _____ @colorado.edu

Best way to reach instructor urgently, e.g. during exam: _____

Standard Exam Conditions:

Standard length of Quizzes and Exams: ☐ 50 minutes | ☐ 90 minutes | ☐ 2-½ hours | ☐ Other: _____

☐ Calculator ☐ Dictionary/Spell Check ☐ Open Notes ☐ Open Book ☐ Crib Sheet ☐ Scantron

☐ Other Conditions (**Please explain**): _____

Exam Delivery:

- ☐ **Instructor will Email** exam to Sociology@Colorado.edu
- ☐ **Instructor will hand deliver** exam to the Sociology office, Ketchum 195
- ☐ **Student will hand deliver** exam in a sealed envelope

Exam Return:

- ☐ **Staff will scan and email** exam to instructor
- ☐ **Instructor or TA will pick up** from the front office
- ☐ **Student will return** exam in a sealed envelope to instructor at: _____

Professor Signature: _____ Date: _____

1. Exams are administered by Sociology Staff Monday through Friday from 8:15am–4:30pm during regular operating hours. Exams/tests held beyond these hours must be arranged through the Sociology Staff and require at least 1 week previous notice.
2. The student must be approved by the student's Disability Access Coordinator to have accommodations provided. Please provide the student's accommodation letter to the staff along with the proctoring form. More information regarding accommodation letters can be found at this link:
<http://www.colorado.edu/disabilityservices/faculty-staff/working-disability-services-students/providing-accomodations>
3. Students wishing to cancel a scheduled exam/test need to communicate with the professor and Sociology Staff no less than 2 hours before the scheduled exam/test.
4. Students should expect that exams/tests will be proctored, and that they will be observed in person. A proctor is allowed to check materials that the student has in her/his possession.
5. Items such as notes, books, and calculators cannot be used by the student unless confirmed by the professor prior to the exam.
6. Personal items may not be taken into the testing area. Food, drinks, and gum (excluding water) are not allowed in the testing area unless it is an authorized accommodation.
7. Students are responsible for bringing her/his own supplies and references, as have been permitted by the professor or per the student's accommodations letter.
8. If a student is suspected of academic dishonesty during an exam, Sociology staff will inform the professor who will determine any consequences.
9. Please reach out to disability services for any other questions regarding accommodations.
<http://www.colorado.edu/disabilityservices/>