

## Faculty Testing Authorization Form

*This form must accompany each test to DSS.*

[Find Test Proctoring Guidelines Here](#)

### PART 1: TO BE COMPLETED BY STUDENT PRIOR TO TEST DATE (SUBMIT FORM TO INSTRUCTOR)

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Student Name \_\_\_\_\_ Course \_\_\_\_\_  
Student E-mail \_\_\_\_\_ Test Date \_\_\_\_\_  
Date given to instructor \_\_\_\_\_ Test Time \_\_\_\_\_

#### Testing Accommodations:

Extended Time	Reader	Limited Distractions	Voice Input Software
Computer	Writer	Screen Reader	No Scantron Sheet
Spell Check	Calculator	Screen Magnification	Restroom Breaks
Other			

### PART 2: TO BE COMPLETED BY INSTRUCTOR (INSTRUCTOR AUTHORIZES TEST TIME AND DATE INDICATED ABOVE)

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Instructor Name \_\_\_\_\_ Department Mail Code \_\_\_\_\_  
Instructor E-mail \_\_\_\_\_ Department Phone # \_\_\_\_\_  
Department Fax # \_\_\_\_\_

#### Special Items or Instructions:

#### Test Pick-up Method (DSS does not pick-up or deliver)

Open Notes	Internet Access
Open Book	Restroom Breaks
Calculator	Student May Keep Test
Other	

### TO SEND A TEST TO DSS, CHOOSE FROM THE FOLLOWING METHODS:

- Send the test via Fax 453-5700 (follow-up phone call recommended)
- Send the test via e-mail: [DSStests@siu.edu](mailto:DSStests@siu.edu)
- Hand deliver the test to Woody Hall, Room 247
- Deliver the test via Campus Mail Code 4705

**Attention Instructors:** Instructors must personally verify any changes after this form is submitted to DSS. Unless special items or instructions are indicated above, students will not be allowed to use them. Students will place all personal items in a locker upon arrival. No cell phones are permitted in testing rooms.

**Questions or Concerns: Call 618-453-5738**