ALTERNATIVE EXAM REQUEST FORM
Disability Resource Center
MONTCLAIR STATE UNIVERSITY

The Disability Resource Center will provide alternative exam arrangements for students whose disabilities necessitate this accommodation, and whose professors are unable to accommodate them due to restrictions of time and space. *It is the student’s responsibility to get this form filled out and returned to our office at least three days before the date of the exam.* Unless arrangements are made with the instructor, the student will take the exam at the scheduled class time.

**TO BE FILLED OUT BY THE STUDENT**

Student’s Name ___________________________ Phone # ________________________

Instructor’s Name ___________________________ Phone # ________________________

Instructor’s Office Location ___________________________ Course ________________________

Date of Exam ___________________________ Time of Exam ________________________

*Accommodations Needed – Check All That Apply to You*

- Extended Time _____
- Distraction-Reduced Environment _______
- Computer _______
- Large Print (font size) _______
- Reader _____
- Scribe (writer) _______
- Other __________________________________________

Student’s Signature ___________________________ Date ______________

**TO BE FILLED OUT BY THE INSTRUCTOR**

(Instructions: Check one for uncompleted exam and one for completed exam)

**Uncompleted Exam Will Be:**

- Delivered by the instructor to the DRC office (Morehead Hall 305)
- Sent by e-mail (harrisi@mail.montclair.edu)
- Sent by FAX (655-5308)
- Delivered by Student in sealed, signed envelope

**Completed Exam Will Be:**

- Delivered by the DRC to the department mailbox
- Delivered by the DRC to instructor’s office (Location) ________________________
- Picked up by the instructor at the DRC (Date & Time) ________________________
- Delivered by Student in sealed, signed envelope

Special Testing Instructions (ie., open book/notes, use of calculator, etc.) ________________________

Instructor’s Signature ___________________________ Date ________________________

If you have any questions or concerns, please contact the DRC at (973) 655-5431.