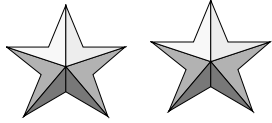


## Learning Accommodations Center



### **STAR** (Special Testing Accommodation Request) Form Please **COMPLETE ALL INSTRUCTIONS BELOW**

\* **PLEASE NOTE:** student can schedule test **one** time up to specified date; any requests to reschedule must be approved by professor

- ⇒ 1. Test to be completed by (**DATE**): \_\_\_\_\_
- ⇒ 2. In order for the LA Center staff to **adjust** this student's test time based on his/her approved accommodations state the **specific amount of time the rest of the class will be given to complete test** (# of hrs/min., never unlimited...): \_\_\_\_\_
- ⇒ 3. **MATERIALS/SUPPLIES ALLOWED WITH STUDENT DURING TESTING:**  
 nothing except pen/pencil, answer sheet/book and “scratch” paper if requested  
 calculator       computer/word processor       other, please specify (*i.e. notes, open book...*): \_\_\_\_\_  
Any other comments, requirements, etc.: \_\_\_\_\_

**The Courier Service is available Monday, Wednesday & Friday 2:00 - 2:30 p.m. for the return or pick up of tests. *If you would like to have a test picked up at an office listed below, call the LA Center (x3654).* To have a test returned, check the appropriate box below.**

- ⇒ 4. **RETURN OF TEST (check the appropriate box(es):**  
(*Note: Return Receipt will be included with the test to be signed by Instructor and returned to the LA Center via intercampus mail*)
- Student will return test to Instructor (LA Center not responsible for safe return of test).  
 Instructor will come to the Center to pick it up.  
 Inter-office Mail. **Room #** \_\_\_\_\_ (LA Center is not responsible for safe return of test).  
 I would like to use the Courier Service (*check appropriate box below, see above for delivery schedule*)

<b><u>C Building Courier Drops:</u></b> <input type="checkbox"/> C314Y <input type="checkbox"/> Writing Lab <input type="checkbox"/> Math Lab <input type="checkbox"/> Reading Lab <input type="checkbox"/> C212A
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<b><u>E Building Courier Drop:</u></b> <input type="checkbox"/> E357
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Instructor's signature: \_\_\_\_\_ E-mail (if available): \_\_\_\_\_

Date: \_\_\_\_\_ Tel/Ext. No: \_\_\_\_\_

STAR envelopes are available on-line at: [http://www.necc.mass.edu/learningaccommodations/pdfs/star\\_form.doc](http://www.necc.mass.edu/learningaccommodations/pdfs/star_form.doc)

Contact us at ext. 3654 or email: [lacenter@necc.mass.edu](mailto:lacenter@necc.mass.edu)

Testing Services Agreement – student/faculty responsibilities:

[www.necc.mass.edu/learningaccommodations/testing-services](http://www.necc.mass.edu/learningaccommodations/testing-services)