



Learning Accommodations Center (LA Center)
New STAR (Special Testing Accommodation Request) **Form** (2-sided)



FACULTY PLEASE COMPLETE ALL PROCTORING INFORMATION on BOTH SIDES

Faculty: Refer to the gold slip inside STAR envelope. If not completed, please fill out with student information.

1. By what **DATE** does this exam/quiz need to be completed:
 * **NOTE:** student can schedule test one time up to specified date; any requests to reschedule must be approved by faculty.

Fill in this box

***Date to be completed:**

2. State the **specific amount of time** *the rest of the class* will be given to complete this test:
 ****NOTE:** The LA Center staff will adjust this student's test time based on his/her approved accommodations, do not add the time yourself.
 (we **cannot** allow for unlimited time)

Fill in this box

****Hours/minutes given to class:**

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.: _____

Please complete other side with delivery & return information – OVER →

NOTE: FOR SAFE AND TIMELY DELIVER/RETURN OF EXAMS, INTEROFFICE MAIL IS NOT AN OPTION

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<u>DELIVERY</u> of exam/quiz to LA Center SC111:	<u>RETURN</u> of exam/quiz to instructors:
<p><input type="checkbox"/> Student will deliver exam/quiz to LA Center in sealed STAR envelope</p> <p><input type="checkbox"/> Faculty will deliver exam/quiz to LA Center in a STAR envelope</p> <p><input type="checkbox"/> Faculty will deliver exam via email w/ attachments* to lacenter@necc.mass.edu OR via fax to confidential LA Ctr. fax # 978-556-3168</p> <p><input type="checkbox"/> LA Center Courier Service CALL 3654 to schedule a pickup at designated area below: Haverhill: Mon, Wed & Fri 2-2:30 pm Lawrence: Mon, Wed 3:00 pm & Tues 11:00 am</p> <p>CHOOSE DROP OFF/PICKUP BOX LOCATION:</p> <p><input type="checkbox"/> C211 <input type="checkbox"/> E357 <input type="checkbox"/> Library Haverhill <input type="checkbox"/> Public Safety TC122 <input type="checkbox"/> Library Lawrence</p>	<p><input type="checkbox"/> Student will return test to faculty in a sealed envelope (LA Center not responsible for the safe return of test)**</p> <p><input type="checkbox"/> Faculty will come to the LA Center (SC111) to pick up exam</p> <p><input type="checkbox"/> LA Center will return exam via email w/scanned & attached documents</p> <p><input type="checkbox"/> LA Center Courier Service tests will be dropped off at designated area below**: Haverhill: Mon, Wed & Fri 2-2:30 pm Lawrence: Mon, Wed 3:00 pm & Tues 11:00 am</p> <p>CHOOSE DROP OFF/PICKUP BOX LOCATION:</p> <p><input type="checkbox"/> C211 <input type="checkbox"/> E357 <input type="checkbox"/> Library Haverhill <input type="checkbox"/> Public Safety TC122 <input type="checkbox"/> Library Lawrence</p> <p><i>(**A Return Receipt will be included with the test to be signed by faculty and returned to the LA Center via intercampus mail)</i></p>

*STAR envelope FORM available at <http://facstaff.necc.mass.edu/STAR>

Faculty's signature: _____ Date: _____

Email: _____ Tel/Ext. No: _____

Please complete other side with proctoring information – OVER 