



**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

**FACULTY NEED TO COMPLETE ALL PROCTORING INFO on BOTH SIDES**

FOR SAFE AND TIMELY DELIVERY/RETURN OF EXAMS, INTEROFFICE MAIL IS NOT AN OPTION

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