



KEAN

OFFICE OF DISABILITY SERVICES

Adaptive Testing Services

Part 1- Must be completed by the student

Today's Date ___/___/___ Student's Name _____

Professor's Name _____

Course: _____ Class time: _____

Part 2- Must be completed by the Professor

Last date testing permitted _____ Class time allotted for test _____

Testing aids permitted for the entire class:

___ Yes, indicate/explain below (notes, calculator etc.) ___ No testing aids permitted

Phone number in case ODS needs to contact you: (_____) - _____ - _____

*****Students will not be permitted to use aids unless indicated by Professor*****

Additional Testing Instructions:

Test Return Instructions:

___ Will pick up test ___ Deliver in person to _____ fax or email _____

Instructions for using Adaptive Testing Services

The student must:

- Present a completed **ODS Accommodation Form** to their Professor
- Fill out Part 1 of the **Test Cover Sheet** and submit it to the Professor a week before the test date
- Call ODS 908-737-4910 to make an appointment to take the test ***at least one day before*** the proposed test date.
- On the day of your appointment, arrive on time with a valid photo ID card.
- **NOTE:** Students may be turned away from Adapted Testing if: (1) their **ODS Accommodation Form** is not current; (2) they come to test without an appointment; (3) they do not have a valid photo ID card and/or (4) they arrive more than 10 minutes late for their appointment.

The Professor must:

- Fill out Part 2 of the **Test Cover Sheet** completely and submit it with the test to ODS at least two days before the proposed test date. Exams and **Test Cover Sheets** may be brought to ODS in person (Downs Hall 122), faxed (908-737-4865) or emailed (disabilityservices@kean.edu).

Please be sure to:

- Fill in the “last date testing permitted” and “scheduled time for test” fields.
- State the “class time allotted for test” (ODS will calculate the appropriate amount of time allowed for the test based on the student’s accommodations).
- Testing aids permitted for all students in the class, if applicable (ODS will determine if the student requires any additional aids based upon the student’s accommodation).
- List any additional testing instructions, if needed.
- Let us know how you would like to the test returned to you. You can pick it up, we can deliver it in person, fax or email (please let us know how/where you would like it sent).

Contact Information

Office of Disability Services (Downs Hall 122)

Phone: 908-737-4910

Fax: 908-737-4865

E-mail: disabilityservices@kean.edu