



OUR LADY OF THE LAKE UNIVERSITY

ACCESSIBILITY SERVICES OFFICE
Faculty Exam Authorization Form

TC use only
Start time:
Stop time:
Mandatory Stop Time:
Proctor Initials

Faculty exam authorization form must Accompany Exam

Exam Availability - From: @ @ To: @

Student's Name See Attached Roster

Professor's Name:

Professor's Email:

Reason for Exam: Makeup Exam ADA Accommodations
Online Course Other

Course Name and Number:

\* For ADA exams with additional time, is extra time included:

Time allowed for exam: Yes No

May use the following: Calculator Books Open Notes Ruler
Dictionary Other

Authorized Restroom Break: Yes No

Special Instructions or ADA accommodations:

Instructions for Delivery and Return of Test

- Exams are not to be delivered or picked up by students or student workers.
- Any make up exams or accommodation exams must be delivered by OLLU faculty or staff.
- Once the exam has been picked up, a signature will be required at the time of pick up.
\* Please remind students to schedule testing session at least 1 workday in advance.
\* Tests will not be scheduled after 3:00PM.
\* Completed forms and exams can be scanned and emailed to ccdt-testing@ollusa.edu.

Exam dropped off by: PRINTED NAME SIGNATURE/DATE

Exam picked up by: PRINTED NAME SIGNATURE/DATE

Completed Exam(s) Emailed to Instructor by: DATE