

Hardin Simmons University Office of Disability Services Testing Room Checklist

Students who have registered with the Office of Disability Services may require a testing accommodation. If you have a student who needs to take a test with us in the Sandefer Memorial testing room, please complete the following form and attach it **EACH TEST** to be given by the Office of Disability Services.
Thank you for helping our students to be successful!

STUDENT: _____
CLASS: _____
INSTRUCTOR: _____
DATE/TIME OF TEST: _____

The following may be used during the test:

- Pencil

- Pen

- Scantron

- Textbook

- Bible, or other book

- Dictionary

- Thesaurus

- Notes
Please specify _____

- Scratch paper
Provided by Instructor Disability Office

- Calculator
Please specify _____

- Spelling/Grammar check (if on a computer)

- Other/Special Instructions _____

Faculty Signature: _____

Please submit this form and the test to the Office of Disability Services:
Louise van Mook, Testing Room Supervisor
testing@hsutx.edu
HSU Box 16158
Sandefer Memorial room 210