

UNIVERSITY of HOUSTON

CENTER FOR STUDENTS WITH DISABILITIES

Justin Dart, Jr. Center for
Students with Disabilities
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Hours: 8-5 Monday-Friday (last entry 4:50PM)
Fall and Spring extra hours: 8-7 Monday and Tuesday (last entry 6:50PM)

Request for Individualized Test Accommodations (RITA) Instructions

(Please be aware that incomplete or illegible forms may result in testing delays)

Student

Note: Let CSD know of any accommodations (listed on Section 2) that are not provided/available for you.

1. Give copy of the Student Accommodation Form (SAF) and attached AAEC¹ approval form to each instructor.
2. **Complete ALL of Section 1 - Write legibly**
 - a. Your first and last name
 - b. Your instructor's complete name, course number and name (with section number)
 - c. Your phone number
3. Indicate requested accommodations for exam (requested accommodation must be listed on your SAF)
4. **Meet with each instructor to complete RITA form** (if possible)
5. Return **white copy in person** (if possible) to CSD **BY NOON (12pm) the day before** your first exam.

Instructor

Note: Please do not complete this form without receiving a current Student Accommodation Form (SAF)

1. **Section 2 - Complete all sections**
 - a. List **all exam dates** or range of dates for the entire semester, whenever possible.
 - b. List the **time** the student may begin the exam, not the time of the class.
 - c. Or, if **negotiable**, please write an **"N"** for "anytime"
 - d. Choose dates/times **only during CSD's hours of operation** (please see above).
2. Choose your "Exam Pick-Up Options".
3. Indicate exam accommodations allowed (in "Additional Information").
4. **Sign and complete all** of the bottom section.
5. **Return** the white and yellow copies to the student. **Keep the pink copy.**

Unknown test date/changes? Complete CSD Single Exam RITA Form & fax: 713.743.5396

CSD

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1. Assure test security.
 2. Administer exams at times and/or dates on RITA. If student is more than 15 minutes late, student must reschedule. CSD will not change the date or time of an exam without the instructor's permission to do so.
 3. Return exams to instructors within two (2) business days of completion in sealed envelope. Get signature.
 4. Provide approved exam accommodations.
 5. Adhere to exam administration instructions.

¹ AAEC - Academic Accommodations Evaluation Committee
Revised: December 13, 2017