

UNIVERSITY of HOUSTON

CENTER FOR STUDENTS WITH DISABILITIES

Justin Dart, Jr. Center for Students with Disabilities, Building #568

4369 Cougar Village Dr., Houston, TX 77204

Telephone: 713/743-5400 Fax: 713/743-5396

Hours: 8-5 Monday-Friday

Fall and Spring: 8-7 Monday and Tuesday

CSD SINGLE EXAM FORM

This form should be completed by the instructor when:

1. A change is made (e.g., date, time, instructions) to a previously-scheduled exam, or
2. When an original Request for Individualized Testing Accommodations (RITA) Form has not been submitted.

Please Print

Student's Name/ I.D. # _____

Course Name/Course # _____

Instructor's Name _____ Phone # _____

E-mail _____ Exam Date _____ Time _____

Please check appropriate line:

___ This exam was previously scheduled for: Date _____ Time _____

___ This exam was not previously scheduled with CSD.

Exam Instructions:

Exams must be available or delivered to CSD a minimum of 24 hours in advance of test date.

Exams will be returned to the department location within 2 business days of completion.

___ Instructor will fax exam to CSD at (713) 743-5396.

___ Instructor will deliver exam to CSD on: Date _____ Time _____

___ Instructor will email exam to CSD at uhcsd@central.uh.edu. (Word doc preferred.)

___ Instructor requests CSD to pick up exam from _____.

(location)

STUDENT MAY USE THE FOLLOWING DURING THE EXAM:

CAL _____ NOTES _____ BOOK _____ COMPUTER _____ OTHER _____

(scientific/graphing)

(Internet/ w/o Internet)

Instructor's Signature _____ Date _____

"You have the power. Live the Dream"
- Justin Dart, Jr.