CSD Single Exam Form Instructions
RITA (REQUEST FOR INDIVIDUALIZED TESTING ACCOMMODATIONS)

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

1. Complete this form in its entirety
   a. Student first/last name and I.D. #
   b. Instructor’s name, course name and number

2. a. List exam date or range of dates.
   a. List the time the student may begin the exam, not the time of the class.
   b. Or, if negotiable, please write an “N” for “anytime”
   c. Choose dates/times only during CSD’s hours of operation (please refer to CSD hour of operation).
   d. Please check appropriate line: If, exam was previously scheduled or not.

3. Choose your “Exam Instructions Options”.
4. Indicate exam accommodations allowed (in “Student May Use the Following during the Exam”).
5. Sign and complete all of the bottom section.
6. Return a copy to the student. Keep a copy for yourself.

The RITA form must be submitted in person or via fax: 713-743-5939 to CSD BY NOON (12pm) the day before your first exam.

****RITA forms are not be accepted via email. ***