

Services for Students with Disabilities  
1000 East Main Street  
276-223-4754  
Monday-Friday  
8:00AM to 5:00 PM  
Fax: 276-223-4861    [wcbuchj@wcc.vccs.edu](mailto:wcbuchj@wcc.vccs.edu)

WYTHEVILLE  
COMMUNITY  
COLLEGE



## Testing Reservation Form

- *Submit form at TWO (2) business days* prior to test date .
- Professor's signature is required - *Student is responsible* for submitting form to Disability Counselor's Office.
- **Professor must authorize any and all changes**—professor's emails are accepted.

### Student Completes:

Student's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

Course Name & Number (e.g. Math 1525): \_\_\_\_\_

Professor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

*I have read (on back) and agree to follow testing procedures (student must sign):* \_\_\_\_\_

### Professor Completes:    (*contact phone # (office/cell) during test* \_\_\_\_\_)

1. Test Delivery to SS:

2. Test Returned to Professor:     Professor Delivers  
 By *Email* **OR**     By *Fax*  
 Student Delivers                       **Need Scantron**

3. Items allowed for test:

- Professor Pick- up  
 Student Returns in a Sealed Envelope to \_\_\_\_\_
- Calculator                       Extra Paper  
 Open book/Notes               \_\_\_\_\_

4. Test Specifics:

- Formula Sheet                       \_\_\_\_\_

a. Date(s) Student will take Test: \_\_\_\_\_

b. Time(s) Student will Take Test: \_\_\_\_\_

c. Length of Time the Class (NOT student) has to take the Test: \_\_\_\_\_

Professor's Signature (*required*): \_\_\_\_\_ Date: \_\_\_\_\_

WYTHEVILLE  
COMMUNITY  
COLLEGE



### **Deadlines for Submitting Testing Reservation Forms and Tests to Student Services**

For any student needing to take a test at the Student Services office

<b>Test Day</b>	<b>Day Form Must Be in SSD</b>	<b>Day Test Must Be in SSD</b>
Monday	The Wednesday before by 5:00 pm	The Thursday before by 5:00 pm
Tuesday	The Thursday before by 5:00 pm	The Friday before by 5:00 pm
Wednesday	The Friday before by 5:00 pm	The Monday before by 5:00 pm
Thursday	The Monday before by 5:00 pm	The Tuesday before by 5:00 pm
Friday	The Tuesday before by 5:00 pm	The Wednesday before by 5:00 pm

(Please account for holidays and breaks and extend the time accordingly).