



**Michigan State University
Resource Center for Persons with Disabilities (RCPD)**

120 Bessey Hall / East Lansing, MI 48824-1033
(517) 353-9642 / (517) 355-1293 (TTY) / (517) 432-3191 (fax)
rcpd@msu.edu / www.rcpd.msu.edu

This is an RCPD service intended for use only when Faculty are unable to provide testing accommodations, specified on the VISA form, in or adjacent to the classroom.

Alternative Testing Site Authorization

Student...

Step 1: Call the RCPD Testing Coordinator at ext. 221 to reserve testing arrangements at least 7 days prior to a test.

Step 2: Complete the STUDENT section before giving this form to your instructor, at least 7 days prior to a test.

Faculty...

Step 3: Complete the FACULTY section before attaching it to the test and delivering it to 120 Bessey Hall between **8 am – 4:30 pm**.

Step 4: Dependent on testing room availability, RCPD is responsible for determining the Alternative Testing Site where the student will complete their test. All tests are proctored between **8 am – 4:30 pm** and managed with top concern for test security.

STUDENT Section

Name: _____ Course #: _____
 Test Date/Time: _____ Class Test Location: _____
 Amount of time class is allowed for test: _____ Instructor's Email: _____

FACULTY Section

Instructor's Name: _____
 Office Address: _____ Phone: _____

INITIAL all allowable aides that may be used:

_____ Book(s) _____ Notes _____ Dictionary _____ Calculator
 _____ Blue Book _____ Scratch paper _____ Other: _____

CHECK Yes or No for the following:

Student may keep test questions ___Yes ___No Student may keep scratch paper ___Yes ___No
 Who will pick up the completed test? _____

RCPD Section

Date Test Received: _____ Staff Initials: _____ % extended time per RCPD VISA: _____
CHECK the RCPD Determined Testing Site: ___Bessey Hall ___Testing Office ___Smith Center
 Date Test Administered: _____ Time Started: _____ Ended: _____ Staff Initials: _____
 Amount of time this student is allowed for the test: _____ Comments: _____
 Reader's/Scribe's Name: _____ Proctor's Signature: _____
 Instructor's Signature: _____ Date: _____ Time: _____ Staff Initials: _____