



ARC TESTING CENTER
500 Grand Concourse Bronx, NY 10451, B-207
Telephone: (718) 319-7921
Email: testingcenter@hostos.cuny.edu
Office Hours: Mon-Friday: 9am-5pm

EXAM REQUEST FORM

Part 1: TO BE COMPLETED BY STUDENT

Student's Name: Emp'ID:
Instructor: Test Date: Time of Exam:
Course/Section: Course Type: In Person Online

I agree to uphold the integrity of the examination and follow the procedures for testing accommodations as outlined in the ARC Testing Accommodations Agreement.

Signature of Student Date

Part 2: TO BE COMPLETED BY INSTRUCTOR

I agree to have ARC coordinate examination accommodations for this student on the date and time listed above. I understand exams will be submitted on time to ARC and will be returned to my department mailbox in a sealed envelope unless otherwise instructed.

Actual date of exam Actual amount of time class receives for exam: Hour(s) minutes

If the exam time conflicts with the student's schedule, please indicate an alternative date and time
SPECIAL INSTRUCTIONS:

For this exam, I am allowing all students to use the following:

Textbook: Yes No Quiz Make-up Exam
Dictionary: Yes No Regular
Class notes: Yes No Midterm
Calculator: Yes No Final

Please confirm how the student's exam will be delivered to:

- Exam will be delivered to Testing Center (B-207)
Exam will be delivered to ARC Office (D101L)
Exam will be emailed to TestingCenter@hostos.cuny.edu

Name of Instructor Signature of Instructor Date

PART 3: TO BE COMPLETED BY ARC

- Extended Time Reader Scribe Computer CCTV Spell-check device Exam Enlarged Calculator
Other:

Comments:

Date Exam administered: Start Time End Time

Date/Time Exam returned:

- Scanned & Emailed Delivered In Person

Name of department staff person receiving exam Signature