



**COPE SSS/Experience VU
Departments' Disability Testing
Accommodations Form**



Complete Testing Accommodations form at least two (2) days prior to the test date and deliver to:

COPE Student Support Services

Julie Clark
Vigo Hall, room 396
Office: 812-888-4515
Email: copeoffice@vinu.edu
Fax: 812-888-2899

Experience VU

Deana Hartzburg
Vigo Hall, room 296
Office: 812-888-4061
Email: experiencevu@vinu.edu
Fax: 812-888-2899

Student Name: _____

Professor Name: _____

Class: _____ Date and time you want this test taken: _____

Length of time class will receive for testing: _____

Special instructions/materials (notes, books, calculator, etc.) allowed in the testing room: _____

How will the test be sent to our office?		How would you like to get the test when completed?	
<input type="checkbox"/>	By the Instructor	<input type="checkbox"/>	Instructor will pick it up
<input type="checkbox"/>	By the student	<input type="checkbox"/>	By the student
<input type="checkbox"/>	Scanned and sent to office email above	<input type="checkbox"/>	Scan and email to:
<input type="checkbox"/>	Faxed to 812-888-2899	<input type="checkbox"/>	Fax to:
<input type="checkbox"/>	Campus mail	<input type="checkbox"/>	Campus mail to:
<input type="checkbox"/>	Test on Blackboard? (Please email password)	<input type="checkbox"/>	Will retrieve test through Blackboard
Please use only the office email when sending test information or requesting accommodations			

Professor/Contact name: _____ Phone number: _____

- *Pop quizzes may be prearranged by contacting either COPE (Julie) or Experience VU (Deana).
- **The Reading and Math Departments will provide accommodations in their respective areas.

Instructor – please check if you wish to use this form for the entire semester and email Julie or Deana with future test dates.
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