



**Michigan State University**  
**Resource Center for Persons with Disabilities (RCPD)**  
 120 Bessey Hall East Lansing, MI 48824-1033  
 (517) 884-RCPD (7273) | (517) 355-1293 (TTY) | (517) 432-3191 (fax)  
[tests@rcpd.msu.edu](mailto:tests@rcpd.msu.edu) | <http://www.rcpd.msu.edu>

***This RCPD service is 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...**

1. Call the RCPD Testing Coordinator at 517-884-1900 to reserve testing arrangements at least 7 days prior to a test (14 days for finals).
2. Complete the STUDENT section before giving this form to your instructor, at least 7 days prior to a test.

**Faculty...**

3. Complete the FACULTY section before attaching it to the test and delivering it to 120 Bessey Hall between **8 am – 4:30 pm**.
4. Dependent on testing room availability, RCPD determines the Alternative Testing Site (RCPD or Smith Academic Center) 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.
5. FACULTY please retrieve exam from 120 Bessey Hall between **8 am – 4:30 pm**.

**STUDENT Section:**

Name: \_\_\_\_\_ Course #: \_\_\_\_\_  
 Scheduled Class Test Date & Time: \_\_\_\_\_ How long does the class have to take the exam: \_\_\_\_\_  
 Class Test Location: \_\_\_\_\_ Scheduled Date/Time at RCPD: \_\_\_\_\_

**FACULTY Section:**

Instructor's Name: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_  
 Office Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**Mark** All allowable aides that may be used:

\_\_\_\_\_ Scantron      \_\_\_\_\_ Book(s)      \_\_\_\_\_ Notes      \_\_\_\_\_ Dictionary  
 \_\_\_\_\_ Blue Book      \_\_\_\_\_ Scratch paper      \_\_\_\_\_ Formula Sheet      \_\_\_\_\_ Calculator

Computer: Yes \_\_\_\_\_ No \_\_\_\_\_ W/ Internet Access Yes \_\_\_\_\_ No \_\_\_\_\_

Other (please explain): \_\_\_\_\_

Student may keep test questions?      \_\_\_\_\_ Yes      \_\_\_\_\_ No      Student may keep scratch paper?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Name of person picking up exam (please print): \_\_\_\_\_

**RCPD Section: To be completed by the RCPD Test Proctor upon receipt and start of exam**

Date Received: \_\_\_\_\_ Receiving Staff Initials: \_\_\_\_\_  
 Date Test Administered: \_\_\_\_\_ Time Started: \_\_\_\_\_ Ended: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
 Date Test Returned: \_\_\_\_\_ Time Returned: \_\_\_\_\_ Checked ID: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Faculty Section: To be completed when picking up the exam from RCPD**

Professor/Instructor/TA **Printed Name:** \_\_\_\_\_

Professor/Instructor/TA **Signature:** \_\_\_\_\_