

Blue Card Scheduling Form

MSU Testing Services • 19 Renne Library • Phone: (406) 994-6967 • Email: testing@montana.edu

Testing hours (School Year): Monday-Thursday 8:30am-7:30pm Fridays 8:30am-4:00pm

To be completed by student:

Students should complete and return this form to Testing Services at least **two** business days prior to first exam.

Name: _____ Date: _____

Email Address: _____ Phone: _____

Course Name and Number: _____ Days/Time of class: _____

Instructor: _____ Instructor Phone: _____

Instructor Email: _____ Instructor MSU Office Phone: _____

Class Test Dates: _____

Time class is taking the test: _____ Amount of time class is allowed for test: _____

*Testing Dates/Times (if different from class) _____

Final Date and Time: _____ Amount of time class is allowed for final: _____

**Students should plan to take exams at the same time as the class unless approved by instructor in writing.*

To be completed by faculty:

Instructor should ask to see student's DSS certification card and discuss how to best implement the approved accommodations. **Testing Services appreciates the receipt of each exam at least one day prior to exam.**

Allowable exam resources to be used at Testing Services:

Calculator _____	Personal pencil _____	Personal eraser _____
Scantron _____	Computer/D2L _____	Scratch paper (collect Y or N) _____
Textbook _____	Notecard/Notes (collect Y or N) _____	Other _____

Is student allowed restroom breaks? Yes No

How will exam arrive at Testing Services?

____ Via email: exams@montana.edu
 ____ Instructor/TA delivery
 ____ Student delivery
 ____ D2L

How will instructor receive exam?

____ Instructor/TA will pick-up
 ____ Scanned to instructor via box
 ____ Student delivery
 ____ D2L

Faculty signature: _____ Date: _____

For staff use:

Exam picked up by instructor (initial and date)					
Exam scanned to instructor (initial and date)					
Exam delivered by student (initial and date)					