

Exam Authorization Form

ADSR Testing Office Rm 134 Murdy Hall Oxford College
Phone: 770.784.4690 Email: oxfordtesting@emory.edu Fax: 770.784.4667
Office Hours: Monday – Friday 9am- 5pm

► To be filled out by STUDENT:

Student Name: _____

Course Name and Number: _____

Date of Exam at ADSR: _____ Time of Exam at ADSR: _____

Requested Accommodations: Extended time Private Space Scribe/Reader
 Large Print Taped Exam Calculator: 4-function Scientific Graphic
 Computer Other: (Please Describe) _____

*** Instructor and Student should decide upon mutually agreeable date and time.
Online Test Request should be completed by ADSR Student at least 5 business days in advance. ***

► To be filled out by INSTRUCTOR:

ADSR will NOT administer any exam without this form completed in its entirety and signed by instructor or TA.
This form must accompany each exam.

Test may be faxed (770.784.4667), emailed (oxfordtesting@emory.edu)
or delivered in a SECURED envelope (ADSR Office - Murdy Hall, Room 134).

Regular Class Time allowed for test: (check one) 50 min 75 min Other _____
(ADSR will determine the total testing time based on the individual student's accommodations.)

Instructions: Closed Book Open Book Write Directly on Exam Scantron Answer Booklet

Student Is Allowed: Calculator (4-Function Scientific Graphing) Formula Sheet: Type _____

Other Special Instructions: _____

✓ Please Initial IF Student is permitted to keep Exam: _____

Please check method for exam return:

Instructor/Authorized Staff member will pick up the test.
(ADSR returns exam if it is not picked up within 5 business days.)

ADSR STAFF will return the test to your Departmental Main Office - 2 business day turnaround.

The student will return the test in a sealed envelope immediately after the exam. (If not specified, delivered to Main Office)

* Alternative Location: _____

* At alternative location, someone MUST be present to SIGN for exam when student arrives.

Note: If no one is present for signature, exam will then be taken to your Department's Main Office.

Instructor's Name (PRINT): _____ Phone #: _____

Please check box IF you will be available at this number IF student has any questions during the exam.

Instructor's Signature: _____ Email: _____

ADSR Testing Office

404-727-9877

Murdy Hall, Room 134

Please contact the ADSR Testing Office directly for ALL Exam concerns.

** 3 options for delivering exams to the ADSR Testing Office **

1. **Email** exam: oxfordtesting@emory.edu
2. **Fax** exam: 770-784-4667
3. **Hand-Deliver** in sealed/secured envelope to:

ADSR Testing Office – Murdy Hall, Room 134

**Note: We do NOT recommend sending exams via campus mail
due to time constraints and security concerns.**

Note: ADSR Testing Hours for Exams

9AM ~ 5PM

Monday to Friday