The CATE Lab
120 Porter Building, Monday – Friday 9 a.m. to 5 p.m.
Email: cate_lab@emich.edu Phone: 734-487-1419

The Last Day to Submit Forms for Winter 2019 is April 5

→ TO BE COMPLETED BY <u>STUDENT</u>

Name: _____ EID: _____

Course Name and Number: _____

All exam, quiz, or test requests should be submitted **5 business days** prior to test date, except midterms and finals which should be submitted **10 business days** prior to exams

Return completed form to 120 Porter Cate Lab by student or email form to cate_lab@emich.edu

** Please notify the Cate Lab if you aren't able to attend your appointments or need to reschedule **

ACCOMMODATIONS

Environment	Alternative Format	Assistive Technology/Equipment	
___Extended Time	Audio (Choose One):	Other:	___Flash drive
___50%__100%	___JAWS	___Braille	___Dragon
___Reduced Distraction	___Screen Reader	___Large Print	___Computer
___Private Room	___Human Reader	Size:___	___Calculator
___Other:_____		___Scribe-human	___CCTV

→ TO BE COMPLETED BY <u>INSTRUCTOR</u>

Name: _____ E-Mail: _____ @emich.edu

Phone #: _____ Office Location: _____

How will the tests be delivered to Cate Lab? E-Mail ☐   Instructor Delivery ☐

How will the tests be returned to you?

Scanned and Emailed ☐   Instructor Pick Up ☐   Instructor Mailbox (within 48 hours) ☐

What is the standard exam time for this test?

30 min ☐   50 min ☐   75 min ☐   90 min ☐   Other: _____

Date of Test	Day of Test	Time Test Begins		Date of Test	Day of Test	Time Test Begins

Approximately <u>3 business days</u> before each exam, the Cate Lab will email instructors a reminder about exams and will require that you indicate allowable materials for respective exams.

Special Notes: _____

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