



Extended Time Testing Request

This request is not available for quizzes. Quizzes are administered **in-class** with extra time.
Student cannot miss other classes to take their exam with extended time.

ALL REQUESTS MUST BE MADE 48 HOURS (2 SCHOOL DAYS) IN ADVANCE.

Step 1: Student goes online and fills out the [Extended Time Test Reservation](#) form. The student will receive a calendar invite if the block/date is available, within 24 hours of their form submission..

Step 2: Student prints out [this form](#), fills out her information, and gives the form to her teacher.

Student Name: _____

Date/time to complete test: _____

Option 1: I will take the first section of the exam with the class and arrange to take the second section of the test in the ETT Center, on the next available free block. (The teacher breaks assessment into two sections to allow for extended time.)

Option 2: I will report directly to the Extended Time Testing Center to take the entire test in a separate area. If the length of the test is longer than my class block, I will arrange to take the second section of the test during my next free block. (Depending on the length of the exam my teacher will break the exam into two parts.)

Step 3: The teacher signs below and attaches the form to the test.

Teacher Name: _____ Teacher Signature: _____

Step 4: Teacher places test in the Extended Time Testing box in the faculty copy room.

Proctor Signature: _____

Official Use Only:

Time Used: _____

Student did not show up for scheduled extended time testing.