Request for Test Accommodations

Testing Center-Kilgore Campus • 1100 Broadway • Kilgore, TX 75662 • 903.983.8215 phone • testing@kilgore.edu

Test accommodation requests should be made at least 1 week in advance of desired test date and the request form must be completed entirely, signed and on file in the Kilgore Testing Center before requests will be honored.

(Please print)
Name_________________________________________ Student ID__________________________
Address_________________________________________ Phone__________________________
City __________________________ State ______ Zip____
Test Date_________________________ Test Time_________________________ Receipt #________________
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Requested accommodations:

CLEP - Accommodations must be approved through CLEP Customer Service at clep.collegeboard.org.

GED - Candidates must request accommodations online through GED Testing Service.

ATI TEAS –
☐ Extended time (specify)_________ ☐ Paper & pencil version
☐ Frequent breaks ☐ Other

TSI Assessment –
☐ Separate room ☐ Reader ☐ Multiple Days
☐ Frequent breaks ☐ (Braille/Large Print) ☐ Scribe
☐ Other Explain_____________________________

eLearning – Only frequent breaks with a doctor’s note, seating at the front or back of the room and seating at a table are accommodated in the Testing Center. All other accommodations are provided by the Counseling Center.

Other Exam (ie. Computer Competency) –

Guidelines for testing accommodations through the Testing Center:

• Pay the testing fee prior to scheduling your exam.
• If you are testing over two days, you must provide a copy of your cashier’s receipt and pre-assessment activity each day you test.
• Additional documentation may be required depending on the exam. Refer to the testing Webpage at www.kilgore.edu/testing-kilgore for specific testing requirements.
• You may only reschedule your exam ONCE. If the exam is rescheduled more than once, you must complete a new Accommodations Request Form and re-submit to testing center.
• Payments made for testing on the Kilgore campus are valid for 90 days.
• Test accommodations are not available during heavy testing periods such as finals weeks and late registration periods.

Certification of Requested Modifications:
I affirm that I have submitted recent documentation describing my disability to the Special Populations office and understand, request and accept the accommodations marked above. I further agree to contact the testing center within 24hrs of my appointment if I need to cancel or reschedule my exam.

Student Signature_________________________ Date_________________________

I certify that the above named student has presented certified documentation of a disability to the Special Populations Office. I have reviewed the paperwork and have determined that the accommodations marked are appropriate.

Counselor’s Signature_________________________ Date_________________________

Both candidates and Disability/Counseling staff must sign this form. Unsigned or incomplete forms will not be accepted by the testing center.

Updated 2/19