Miami Dade College

Testing and Assessment & ACCESS Disability Services Faculty Testing Request Form

Faculty must complete this form to arrange testing for eligible students with disabilities through Testing and Assessment, as indicated on the Faculty Notification Form provided by the student. If no Faculty Notification Form is presented, refer the student to the campus ACCESS Department.

Submit this form and all testing materials to Testing and Assessment at least 72 hours before the testing window.

Faculty and Course Information		
Faculty Name (Print)	Term	Course ID
Faculty Department Phone Number	Faculty Personal Phone Number	Faculty Email

Student Information	
Student Name	Student MDID

Test Information	
Actual In-Class Test Date	Actual In-Class Test Time
Actual In-Class Test Duration	Double Time Equivalent
Alternate Date(s) Student is Permitted to Test:	Alternate Time(s) Student is Permitted to Test:
Is this an MDC Online or MDCLive Test (e.g., Canvas, MyLab, etc.)?: ☐ Yes ☐ No	If yes, please note test password, if applicable:

Test Session Options			
Options	**Allowed**	**Not Allowed**	**Please Specify**
Calculator	☐	☐	☐ 4 Function ☐ Scientific ☐ Graphing
Scratch Paper	☐	☐	☐ Discard after exam ☐ Return to Faculty
Scantron	☐	☐	☐ Not Applicable
Specific Test Instructions or Comments (e.g., use of notes, open book, formula card or sheet, etc.):			

Test Material Return Method	
☐ Hold for Professor Pick-Up	☐ Hold for Department Pick-up
☐ Send to Professor Digitally – Professor Email:	

Student Testing Information (to be completed by Testing and Assessment Staff)	
Student start time:	Student end time:

About Accommodated Testing for Students with Disabilities

Eligibility for Testing Accommodations: Students must submit documentation of a qualifying disability to the ACCESS Disability Services to be eligible for accommodated testing.

Notification of Eligibility to the Instructor: Students with disabilities requesting testing accommodations must submit a Faculty Notification Form to inform their instructor of their eligibility. Specific details of the disability are not disclosed by ACCESS Disability Services and can only be shared by the student. In compliance with ADA, Title II, "Public entities (i.e., faculty, advisors, staff) **must refrain from making unnecessary inquiries** into a participant's disabled status." College Procedure 4055

Amount of Extended Time on Assessments: Generally, students with disabilities are eligible for double (2x) time to complete an exam, quiz, etc. If the scheduled in-class assessment time is one (1) hour, a student eligible for extended time would generally receive two (2) hours to complete the exam in a proctored setting. Please note that allotting double time to the entire class would not meet the student's accommodations. The amount of extended time is often contingent on the nature of the disability, but another factor to consider is the extent to which timeliness is of importance to the nature of the exam or program (e.g., a skills test on emergency medical procedures in a health sciences or nursing course). There are some cases where additional time would compromise the fundamental nature of the program of study. Additionally, there may be some exams where a student may require more than double (2x) time due to the nature of the students' disability and its impact on the response time.

Accommodated Testing in the Classroom, Faculty Office and/or Academic Department: Instructors opting to test students outside of the Testing and Assessment department must provide a distraction reduced setting – minimizing both visual and auditory distractions. It is important to note that all arrangements for readers, scribes, interpreters, and/or other auxiliary aids should be made through ACCESS Disability Services, which employs and schedules all auxiliary aids staff and maintains all auxiliary aid equipment and software.

Return of Testing Materials: Testing materials, along with the Faculty Testing Request Form must be delivered to and picked up from Testing and Assessment by the professor or a representative from the academic department. Professors opting for a digital return of testing materials will have a copy sent to the email provided, and physical copies of testing materials will be shredded.

Testing and Assessment Contact Information			
Campus	**Address**	**Telephone**	**Email**
Hialeah	1780 W 49th St., Room 1220-01, Hialeah, FL 33012	305-237-8791	hialeah_testing@mdc.edu
Homestead	500 College Ter., Room A114, Homestead, FL 33030	305-237-5105	homestead_testing@mdc.edu
Kendall	11011 SW 104th St., Bldg R – 5th floor, Miami, FL 33176	305-237-2341	kendall_testing@mdc.edu
Medical	950 NW 20th St., Room 1303, Miami, FL 33127	305-237-4275	medical_testing@mdc.edu
North	11380 NW 27th Ave., Room 1160, Miami, FL 33167	305-237-1015	north_testing@mdc.edu
Padrón	627 SW 27th Ave., Room 1103, Miami, FL 33135	305-237-6041	EPC_testing@mdc.edu
West	3800 NW 115th Ave., Room 2110, Doral, FL 33178	305-237-8979	west_testing@mdc.edu
Wolfson	300 NE 2nd Ave., Room 3104, Miami, FL 33132	305-237-3011	wolfson_testing@mdc.edu
MDC Online	300 NE 2nd Ave., Room 7148, Miami, FL 33132	305-237-3800	

ACCESS Disability Services Contact Information			
Campus	**Address**	**Telephone**	**Email**
Hialeah	1780 W 49th St., Room 2101, Hialeah, FL 33012	305-237-8743	hialeahaccess@mdc.edu
Homestead	500 College Ter., Room C102, Homestead, FL 33030	305-237-5175	haccess@mdc.edu
Kendall	11011 SW 104th St., Room 2121, Miami, FL 33176	305-237-2767	kaccess@mdc.edu
Medical	950 NW 20th St., Room 1113, Miami, FL 33127	305-237-4141	maccessservices@mdc.edu
North	11380 NW 27th Ave., Room 6113, Miami, FL 33167	305-237-1272	naccess@mdc.edu
Padrón	627 SW 27th Ave., Room 1112, Miami, FL 33135	305-237-6146	paccess@mdc.edu
West	3800 NW 115th Ave., Room 2121, Doral, FL 33178	305-237-4907	westaccess@mdc.edu
Wolfson	300 NE 2nd Ave., Room 1180, Miami, FL 33132	305-237-3072	waccess@mdc.edu