

# Accessibility Resources Center

781-239-2234 | [AccessibilityResources@massbay.edu](mailto:AccessibilityResources@massbay.edu)

## Test Accommodations/ Exam Instructions

**Instructors:** Please complete this form only for a student requesting academic accommodations for exams proctored in the Accessibility Resources Center.

Please email completed forms to [AccessibilityResources@massbay.edu](mailto:AccessibilityResources@massbay.edu) and copy student to their MassBay email.

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**Students:** Let your instructor know you are taking the exam in the AAC. Join the AAC here for your exam, scroll down to the big green button to join.  
[www.massbay.edu/academics/aac](http://www.massbay.edu/academics/aac)

Instructor Name:

Student Name:

Exam Deadline:

Calculator?:

Open Notes/Books?:

Exam Platform (Blackboard, MyMath Labs):

Course ID/Section:

Exam Date:

Exam Time:

Standard Exam Time allotted:

Time and a Half 1.5:

Double Time 2.0:

**Special instructions:**

How to extend time in Blackboard: [CLICK LINK](#)