Request for Alternative Testing  
(Non-Disability Students) 
Great Bay Community College

This form must be filled out by the instructor and submitted with the test.

STUDENT NAME: ___________________________________________ ID#: __________________________

DATE & TIME OF TEST: ______________________ DATE & TIME TEST MUST BE COMPLETED BY: ______________________

TIME ALLOWED: _______________ or UNLIMITED TIME ☐

INSTRUCTOR: ___________________________ COURSE: _____________ MAILBOX LOCATION: _____________

(Print)

I APPROVE THE USE OF:

CALCULATOR: ☐ ANY ☐ BASIC ☐ GRAPHING ☐ SCIENTIFIC ☐ NO CALCULATOR

BOOKS: ☐ YES ☐ NO SPECIFY: _____________________________

NOTES: ☐ YES ☐ NO SPECIFY: _____________________________

INTERNET: ☐ YES ☐ NO SPECIFY: ___________________________

OTHER: ________________________________________________

Additional instructions or comments:

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

Instructor’s signature: ________________________________________________

*** DISCLAIMER: Proctors will routinely check on testers, but will not physically ***

sit in the testing room unless prearranged by an instructor or administrator.

Instructors are to deliver tests to the Center for Academic Planning and Support’s (CAPS) mailbox on or before the date and time specified. Upon completion, exams will be returned to the instructor in a sealed envelope by a CAPS staff member. If a student does not show up to take a test at the prearranged time, it will be the responsibility of the instructor to handle the subsequent testing arrangements. Tests not taken during the prearranged time will be returned to the instructor.

CAPS personnel may come into the testing room to monitor activities at any time. If we find any evidence of cheating, the exam will be stopped, the faculty member will be notified immediately, materials will be confiscated, and the matter will be turned over to the faculty member for further investigation.

REV. 08 MAY 2018 CB