INSTRUCTORS: please complete this form and attach it to the exam, then deliver, fax, or email as an attachment with the exam to the SARC Office. *For confidentiality reasons*, do not write the student’s name on the outside of the envelope when sending the test to SARC.

Student’s Name ___________________________ WKU ID # __________________
Course ___________________________ Instructor’s Name __________________
Instructor’s Office Location ____________ Instructor’s Phone # _____________

Please check allowed test materials.
  ___ Calculator (*specify type) ________________________________
  ___ Scantron
  ___ Blue/Green book
  ___ Extra paper
  ___ Statistical tables
  ___ Map
  ___ Textbooks (*specify) ______________________________________
  ___ Notes (*specify) __________________________________________
  ___ Other ________________________________________________

Please check which method you would like to receive the completed exam.
  ___ Instructor will pick-up at SARC Office
  ___ SARC will return to Building _______ Room# ____________
      *If instructor cannot be found in designated location, SARC staff will leave exam in sealed envelope in the departmental office.*

Please list any additional instructions or attached test materials
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

SARC Office Use Only:
Exam Arrival Date ____________ Exam Received By _________________
Comments _____________________________________________________
Signature Confirming Receipt of Completed Exam _________________ Date __________
Exam Delivered/Picked Up By ______________________________________
<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Accessibility Resource Center</strong></td>
<td><strong>Student Accessibility Resource Center</strong></td>
</tr>
<tr>
<td>Western Kentucky University</td>
<td>Downing Student Union, 1074</td>
</tr>
<tr>
<td>1906 College Heights Blvd #21052</td>
<td>Email: <a href="mailto:sarc.testing@wku.edu">sarc.testing@wku.edu</a></td>
</tr>
<tr>
<td>Downing Student Union, 1074</td>
<td><strong>Phone:</strong> 270-745-5004  <strong>Fax:</strong> 270-745-6289</td>
</tr>
<tr>
<td>Bowling Green, KY 42101-1052</td>
<td><strong>TTY:</strong> 270-745-3030  <strong>Video:</strong> 270-288-0597</td>
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