



Memorandum

Testing Services

Academic Hall, Room 347

Phone: 651-2836

Fax: 986-6032

MS-3970

Email: testingservices@semo.edu

Instructions for using the Special Testing Accommodations Request PDF Form:

Download the **Special Testing Accommodations Form** from the Testing Services webpage at: <http://www.semo.edu/testing/accommodations.htm> and save to your computer.

Type in the information for the student to receive accommodations (you can check the “Highlight Fields” box at the top of the form to see which fields you can fill in on the computer).

You can choose to send the information via your desktop mail application such as Microsoft Outlook, an Internet mail account, or another type of desktop email client.

**Please note that you will not be sending the entire form by email.
You will only be sending an XML data file.**

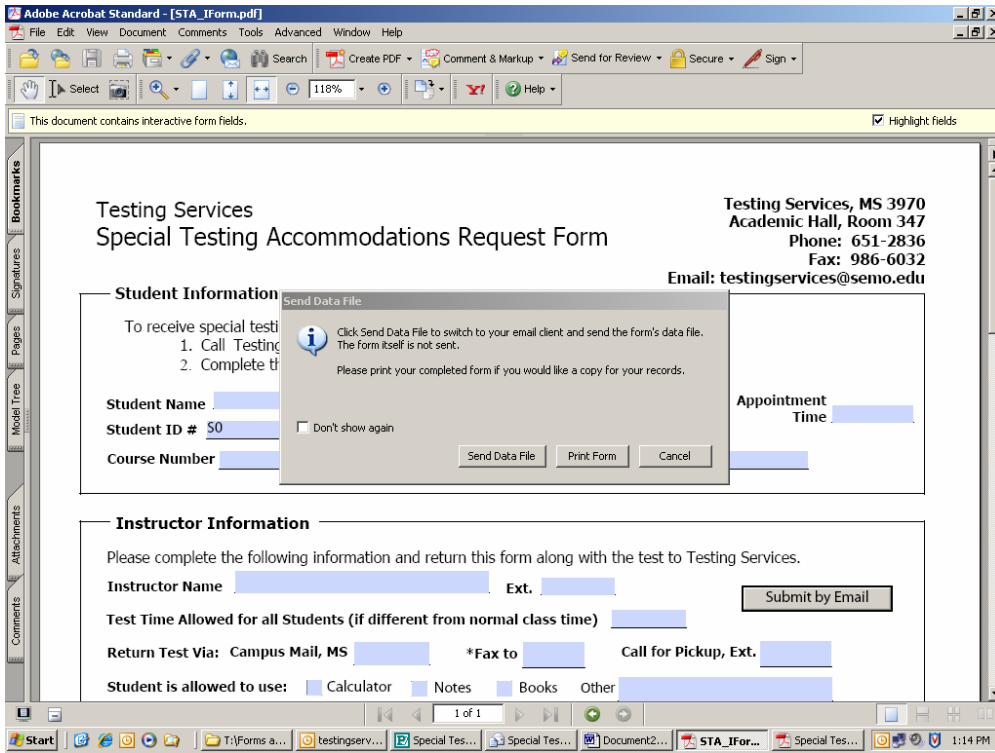
Submitting the information via Microsoft Outlook:

Click on the “Submit by Email” button on the form, select “Desktop Email Application” and click on the “OK” button.

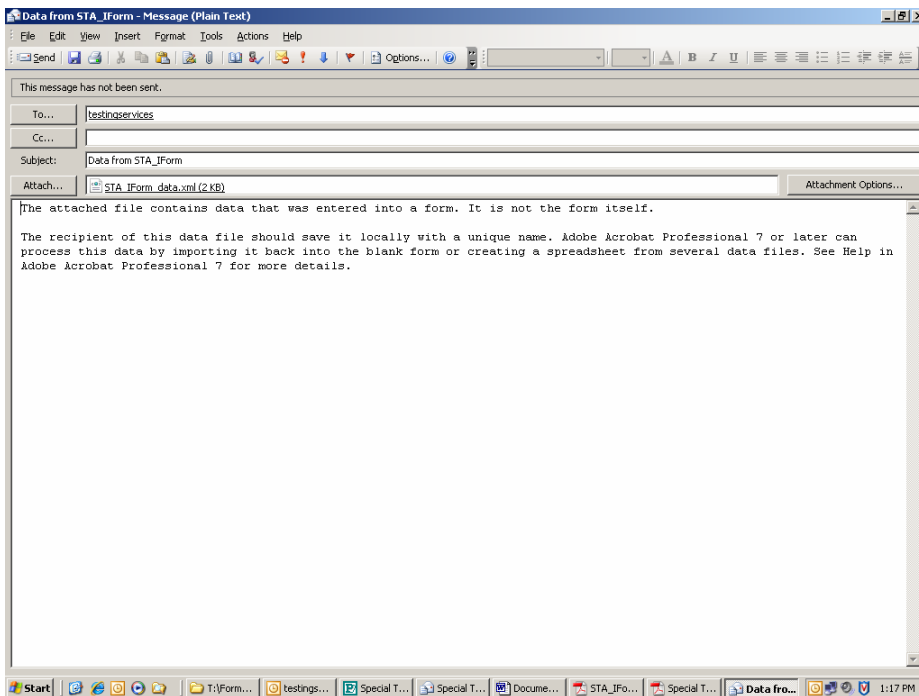
The screenshot shows the Adobe Acrobat Standard interface with the 'Special Testing Accommodations Request PDF Form' open. A 'Select Email Client' dialog box is overlaid on the form, asking the user to indicate the option that best describes how they send mail. The dialog box has three radio button options: 'Desktop Email Application' (selected), 'Internet Email', and 'Other'. The form in the background contains the following sections:

- Testing Services**
Special Testing Accommodations Request PDF Form
- Student Information**
To receive special testing accommodations, please complete the following information:
1. Call Testing Services at 651-2836.
2. Complete the following information:
Student Name: [text box]
Student ID #: 50
Course Number: [text box]
- Instructor Information**
Please complete the following information and return this form along with the test to Testing Services.
Instructor Name: [text box] Ext.: [text box]
Test Time Allowed for all Students (if different from normal class time): [text box]
Return Test Via: Campus Mail, MS [text box] *Fax to [text box] Call for Pickup, Ext. [text box]
Student is allowed to use: Calculator Notes Books Other [text box]
- Appointment Time**: [text box]
- Submit by Email** button

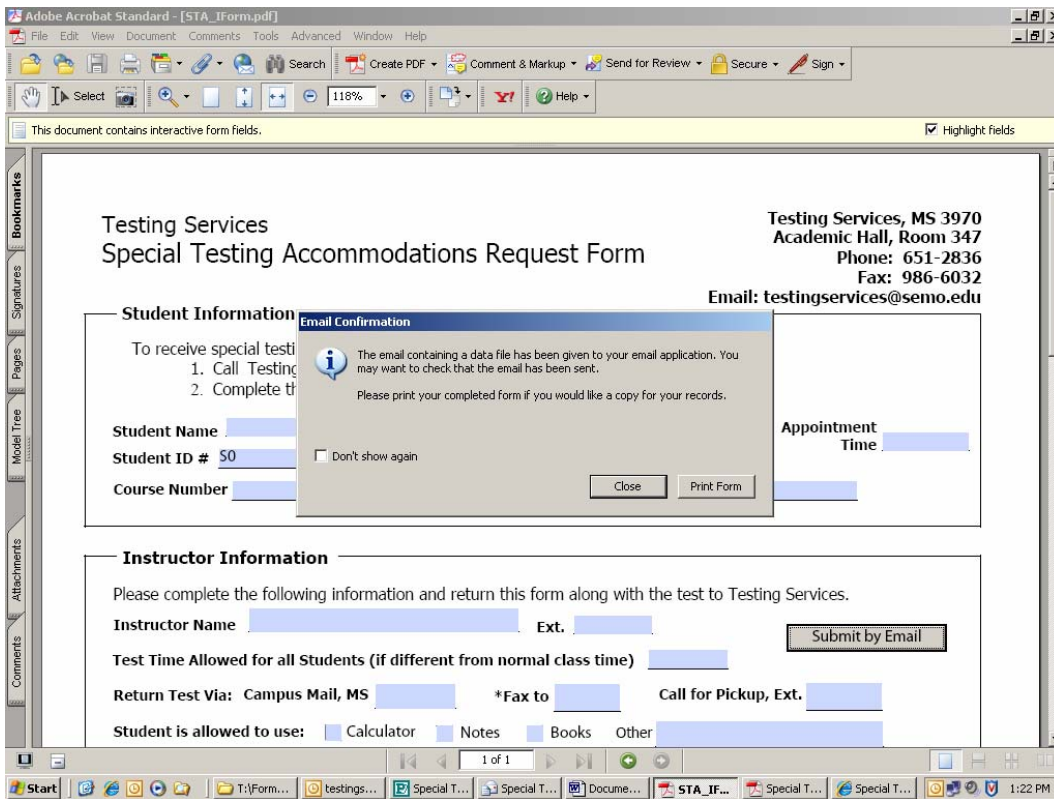
To print the form, click on the “Print Form” button (you will have another chance to print the form later), or click on the “Send Data File” button to send the data file.



An email will automatically be generated with the data file attached and Testing Services' email address in the “To” field. Attach the electronic version of your test to the email as well and then click on the Send button to email the test and data file to Testing Services.



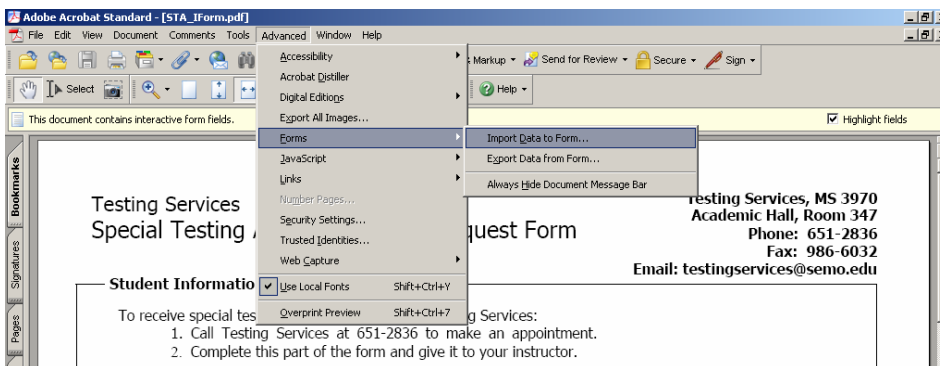
You will then be given a confirmation message that your message has been sent. You can choose to print the form or close it. If you would like to save the information to your computer, make sure you save the XML data file that was attached to your email message to your computer's hard drive.



Please see the next page to see how to send the form via an Internet mail client.

How to open a data file that has been saved to your computer:

Open up a blank Special Testing Accommodations Interactive Form and click on "Advanced" on the Adobe Acrobat top menu. Then click on "Forms" and "Import Data to Form."



Browse your computer's hard drive and select the data file that you previously saved. Your data will then be imported into the form and you can edit or print the form.

Submitting the information via Internet Email:

Click on the “Submit by Email” button on the form, select “Internet Email,” and click on the “OK” button.

The screenshot shows the Adobe Acrobat Standard interface with a PDF form titled "Testing Services Special Testing". A dialog box titled "Select Email Client" is open, asking the user to indicate the option that best describes how they send mail. The dialog has three radio button options: "Desktop Email Application", "Internet Email" (which is selected), and "Other". The "Internet Email" option includes the instruction: "Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail." The background form contains fields for "Student Information" (Student Name, Student ID # 50, Course Number), "Instructor Information" (Instructor Name, Ext., Test Time, Return Test Via, Student is allowed to use), and a "Submit by Email" button. The top right of the form displays contact information for Testing Services, MS 3970 Academic Hall, Room 347, Phone: 651-2836, Fax: 986-6032, and email: testingservices@semo.edu.

To send through an Internet email client, you must first save the XML data file to your computer. Once it's saved, then log in to your email client, create a new mail message and upload the data file as an attachment. Upload the electronic version of your test as an attachment and then send the email to testingservices@semo.edu.

The screenshot shows the same Adobe Acrobat Standard interface with the "Testing Services Special Testing" form. A dialog box titled "Sending the Data File" is open, providing instructions on how to send the data file. It includes three steps: Step 1 (Save Data File), Step 2 (Create a new email message), and Step 3 (Attach the data file). Step 2 includes a "Please Note" section and a text area for the email message. The "To" field is pre-filled with "testingservices@semo.edu" and the "Subject" field is "Data from STA_Form". A "Print Form" button is also visible. The background form is the same as in the previous screenshot, showing the "Submit by Email" button and contact information for Testing Services.