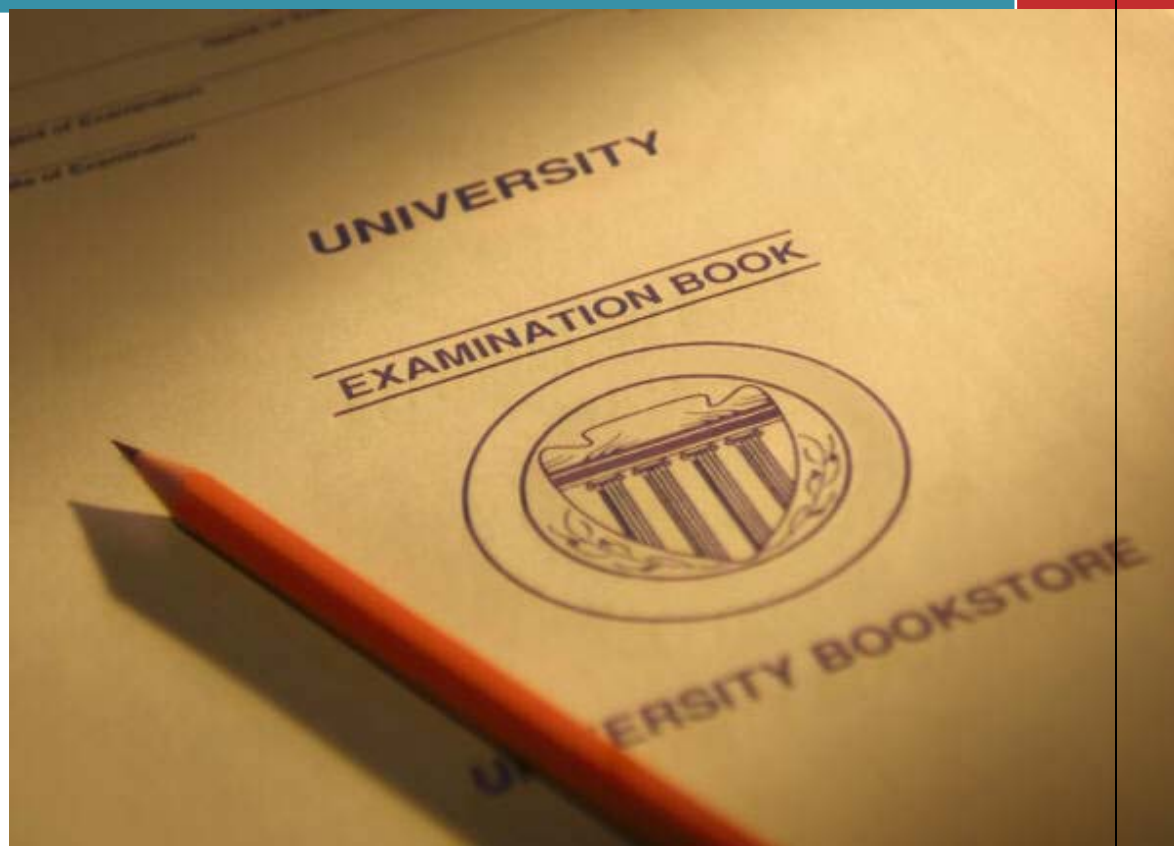




2010

# Testing Accommodations Manual



AIMS Community College  
Disability Access Services  
4/7/2010

# Testing Accommodations Manual

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# Exam Accommodations Manual

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## Contact Information

### Disability Access Services

Location: College Center, One Stop Center

For Appointments: 970-339-6251

Phone: 970-339-6388

Fax: 970-506-6937

Email: [disabilities@aims.edu](mailto:disabilities@aims.edu)

### Testing Center

Location: College Center, Room 230

Phone: 970-339-6562

Email: [shull1@aims.edu](mailto:shull1@aims.edu)

Email: [academictesting@aims.edu](mailto:academictesting@aims.edu)

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# Testing Accommodations Manual

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## Exam Accommodations

All exam accommodations are based on documentation that is reviewed by the Disability Access Services (DAS) Coordinator. If a student feels the approved accommodations are inadequate, he/she is welcome to meet with the DAS Coordinator for discussion.

### Accommodations are as follows:

#### 1) Extended time

- a) Extended time is determined based upon documentation of disability (usually time and a half or double time).
- b) Instructors need to indicate the amount of time for the exam on the DAS Testing Checklist for Single Student. Otherwise, extended time is calculated based on the standard class period.
- c) Extended time does not mean unlimited time.

#### Eligibility

Students commonly served with these accommodations might include students with visual, auditory, motor deficits, learning, medical, psychological, and attention-deficit disabilities.

#### 2) Distraction-reduced space (low-distraction environment)

- a) An environment in which external distractions are reduced
- b) No space is completely distraction free

#### Eligibility

Students commonly served with this accommodation might include students with psychological, learning, and attention-deficit disabilities in addition to students with traumatic brain injury (TBI).

#### 3) Large print

- a) Exams are generally enlarged to 150%; however, an exam may be enlarged to a specific percentage as indicated by the student.
- b) Enlarged exams can also be displayed using screen magnification software or with a CCTV.
- c) **Students should request enlarged exams one week prior to administration.**

#### Eligibility

Students commonly served with this accommodation include students with visual impairments.

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## 4) Braille

- a) Print exams may be converted into Braille at the DAS office.
- b) **Exams needing conversion into Braille should be available at least 1 week in advance.** Exams including material other than straight English text (e.g., math, foreign languages, and portions of science exams) will require more time to convert to Braille. Electronic text (text or Word file) is the preferred format, for easy conversion to Braille.
- c) Instructors and staff should be aware of Braille conversion requests at the beginning of each semester.

### Eligibility

Students served with this accommodation are students who are blind or visually impaired.

## 5) Reader/Writer

- a) A reader reads test materials to a student verbatim. Clarification and elaboration are not permitted.
- b) A writer writes only what the student dictates to him/her. The student is responsible for spelling, grammar and punctuation.
- c) **Neither readers nor writers are permitted to answer questions regarding the exam. No reader or writer should paraphrase sentences or answers given by the student.**
- d) If a reader or writer feels that the student is asking that he/she perform tasks not in accordance with the guidelines, then the monitor will notify the Testing Center Coordinator immediately.
- e) **At DAS's discretion, exams will be provided in an electronic format, which will be "read" to the student by a screen reader. Or recorded on a digital recorder for students to play back.**

### Eligibility

Students commonly using a reader and/or writer include but are not limited to those individuals with learning disabilities, visual impairments, mobility impairments, brain injury, medical disability, psychological disabilities, and temporary disabilities.

## 6) Computer

- a) Word processing or other programs may be substituted or preferred over a writer.
- b) The test monitor will observe which programs and files the student accesses during the test.
- c) Some courses may require specific computer programs for exams. If needed, a monitor may observe the student at another campus location during the test.
- d) A thumb drive will be provided to the student for the exam. Immediately upon completion of the test a print copy will be produced on a DAS computer and the disk will be erased.

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## Eligibility

Students commonly served with this accommodation may include those with visual impairments, learning disabilities, psychological disorders, or motor deficit disabilities.

### 7) Adaptive computer technology

- a) Allows a person with disabilities increased independence
- b) Adaptive computer technology decreases the need for readers or writers in exam situations
- c) Prior to using adaptive equipment for exams, students should do the following:
  - i) Be authorized by the DAS Coordinator for adaptive equipment requested.
  - ii) Request a computer and specific adaptive equipment when scheduling the exam with the testing center.
  - iii) Be adequately trained on the adaptive equipment **prior** to the exam administration. This eliminates wasted exam time on learning how to use the equipment during the exam administration.
  - iv) Estimate time needed to use the adaptive equipment. It may be necessary to make adjustments in the exam accommodations if using adaptive technology. The student should meet with the DAS Coordinator to discuss adjustment in exam time.
- d) Screen reader
  - i) Text-to-speech application used primarily by persons with visual impairments and dyslexia. Includes keyboard commands that allow user to hear titles, menu bars, keystrokes and other information.
  - ii) Information should be in text format.
  - iii) Scanners can be used to convert paper documents into electronic format.
- e) Screen magnification software
  - i) Enlarges text onto the computer screen to increase readability for students with visual impairments.
  - ii) Text can be enlarged to many different levels.
- f) Voice recognition (Dragon Naturally Speaking, etc.)
  - i) Most commonly used by students with physical impairments, dyslexia, and ADHD

## Eligibility

Students commonly served with this accommodation may include those with visual impairments, learning disabilities, psychological disorders, or motor deficit disabilities.

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## Faculty Accommodation Memo

A Faculty Accommodation Memo acknowledges that a student has documentation on file at Disability Access Services and is approved for stated exam accommodations based upon documentation. Due to confidentiality issues, a Faculty Accommodation Memo does not provide specific information about the student's disability. After the student meets with the DAS Coordinator and determines accommodations, the DAS Coordinator sends the Faculty Accommodation Memo with the student who in turn provides the memo to the instructor(s).

## Exam Scheduling

The Testing Center Staff will schedule exams with academic accommodations requested by students registered with DAS. **Requesting exam accommodations, providing exam information, following procedures with exam accommodations forms, and communicating exam changes to the Testing Center Coordinator or the staff are all the responsibilities of the student.**

- 1) Students should schedule any testing accommodations with the Testing Center **a minimum of 5 days prior to a REGULAR exam and 10 days prior to the last day of the semester for FINAL exams.**
- 2) The Testing Center may administer exams with less than one week's notice; however, the Testing Center reserves the right to not provide the student this service due to lack of available resources or facilities.
- 3) Students may change exam times and days only within the timeline granted by the instructor and as the Testing Center resources allow.
- 4) Exam accommodation options

Students have three main options in completing their exams and may choose one or all of the following three methods. **The last two options are not arranged for the student by Testing Center staff and must be arranged directly with the instructor.**

- a) Within the Testing Center office with designated accommodations. Students must be familiar with and follow exam accommodations policies and procedures for scheduling.
- b) At a predetermined location arranged by instructor and student. Exams monitored by the instructor should have accommodations arranged with the instructor.
- c) In regular classroom without accommodations. A student taking his/her exams with the regular class must follow the directions of the instructor.

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## 5) Scheduling – Student Responsibility

Exam Accommodations Request Sheets can be picked up at the Testing Center or the DAS anytime before or during the semester or downloaded from Testing Center/DAS's webpage (provide website). All information must be accurate, complete, and legible. The request sheet will be date stamped upon receipt. Signed forms may be emailed to Testing Center (attention Sherrye @ shull1@aims.edu) but must be verified by phone (970) 339-6562 (Sherrye) that it was received.

## 6) Single Student Testing Checklist – Instructor Responsibility

The Single Student Testing Checklist (see forms section) notifies the Testing Center that a student has requested to take an exam utilizing accommodation within a specified date and timeline. It is the Instructor's responsibility to ensure that all sections of the Single Student Testing Checklist are filled out. It is also the instructor's responsibility to attach a copy of the student's accommodation memo from the DAS that shows the student is eligible for testing accommodations. Upon receipt of test from the instructor, the Testing Center staff places the exam in the instructors file. This form provides a written record of the exam accommodations, and instructor's directions.

## Exam Scheduling Changes

Students and/or instructors occasionally need to change the date/time of prescheduled exams. The Testing Center has procedures for exam scheduling changes to avoid unnecessary disorganization and miscommunication.

### 1) Date/time change general procedure

All date/time changes must be authorized by the professor via any of the following:

- a) New Test Request Form submitted to the professor with new date and time.
- b) Phone call from professor to Testing Center staff
- c) Written note from the instructor, delivered by professor, e-mailed, or picked up by Testing Center employee.

### 2) Testing Center responsibilities include the following:

- a) The Testing Center will reschedule tests on a first come, first serve basis and as resources permit.
- b) Testing Center staff will request changes in prescheduled testing and/or non-scheduled testing for students only when extenuating circumstances necessitate.

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## Exam Administration

The Testing Center has established exam security procedures for exam administration.

### 1) Methods of exam delivery to the Testing Center

- a) The Professor or department designee delivers exam to the Testing Center prior to scheduled exam administration time.
- b) The Professor/Instructor or department email exam to the Testing Center prior to the scheduled exam administration time.

### 2) Logging in hard copy exams

Recording exam arrival and departure are necessary for exam security and also to aid in avoiding exam misplacement.

- a) When delivering and/or picking up a hard copy exam(s), the instructor will be asked to record the exam arrival and departure.
- b) The Testing Center staff will verify with instructor/student that all information on exam request form is correct.
- c) Until the hard copy exam is given, the exam inside the instructor file with the attached Single Student Testing Checklist is stored in a secured filing cabinet inside the Testing Center office.

### 3) Monitoring exams

Exams will be monitored and recorded by video surveillance cameras, as well as Testing Center Staff or Work Study student employees. Students are not allowed to "choose" their own proctors, nor will friends, roommates, or family be allowed to monitor exams.

### 4) Starting an Exam

Instructions to students should take place outside of the exam room prior to beginning the exam. The Testing Center staff will ensure the following:

- a) Check the Single Student Testing Checklist to identify authorized materials for use during the exam (see Exam Materials Policy).
- b) Ask students to leave book bags and all other unauthorized materials outside of the testing room or away from the desk they will be using.
- c) Ensure students receive approved accommodations (reader, writer, large print, electronic exams, Braille, tape recorded exam, etc.)
- d) Inform students of time allowed, start time, and projected end time.

### 5) Exam Materials

Professors MUST authorize all exam materials for a student to use during an exam. No unauthorized materials will be permitted unless a note or phone call from the professor is obtained authorizing the materials. Authorized exam materials include but are not limited to:

- a) Scrap paper (lined, unlined, graph)
- b) Calculator
- c) Notes

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- d) Formulas
- e) Open book
- f) Dictionary
- g) Other materials designated on the Single Student Testing Checklist by the professor.
- h) Non-standard exam materials
  - i) CD-ROMs are commonly used in art classes.
  - ii) Tape recorders are commonly used for music and foreign language exams.

## 6) Exam Proctoring

- a) Proctor responsibilities are to maintain exam confidentiality and security, and to proctor students during exams, via the video cameras or in person.
- b) Inappropriate proctor behavior includes answering exam related questions or paraphrasing questions.
- c) Helping the tester is not allowed. The proctor will not change the wording or correct grammar in any way.
- d) Proctors will not read or write an exam for a class they may eventually take or are currently taking.
- e) If students are witnessed attempting to use materials not authorized by the professor or the Testing Center staff, the monitor/proctor should inform the student that the materials are not authorized. If student persists in using the materials, report to the Testing Center Coordinator immediately.
- f) Proctors will report unusual behavior to the Testing Center Coordinator immediately. Unusual behavior may be reported to the professor in writing.
- g) DVR recordings will be available to be viewed by the professors or the Testing Center staff for approximately 48 hours after the exam proctoring.

Students employed as monitors/proctors are expected to maintain academic integrity.

## 7) Exam breaks

Students are not allowed to leave the exam room except with prior approval by the professor. If a student's disability is such that his/her documentation supports break times, this needs to be arranged with the professor prior to the time of the exam.

- a) If leaving the testing room, students must turn in their exam materials to the monitors. They may obtain their material per professor permission when returning to the exam.
- b) Professors will be informed if a student leaves the room for a break without prior approval. The monitor will note at what point in the test the student left the room.

## 8) Ending an exam

To end an exam, monitors should do the following:

- a) Inform the student they are out of time.
- b) Collect ALL exam materials and place in exam folder.
- c) Record end time on the Testing Checklist for Single Student.
- d) Initial Testing Checklist for Single Student Form.
- e) Return exam to Instructor or file for personal pick in accordance with the Testing Checklist for Single Student form.

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## 9) Exam Return

Until the exam is returned to the professor or department, the exam is stored in a secured filing cabinet in the Testing Center office.

- a) Professors may pick up the exam themselves.
  - i) Testing Center staff places tests to be picked up in the instructor file.
- b) Exams are returned within one working day of student taking exam.
  - i) Testing Center staff returns exam to professor/department via intercampus mail if requested by the instructor on the Single Student Testing Checklist.
- c) After the exam is returned, the Exam Request Form is kept on file in the DAS office for three years.

10) The Testing Center is responsible for the security of the exams while in custody of the Testing Center. The Testing Center is no longer responsible for the exam once the exam is placed into intercampus mail. The proctor will date, time and initial when exam was put into inter-campus mail.

## **Exam No Show Policy**

The term "No Show" refers to a student missing a prescheduled exam. The Testing Center administers exams according to prearranged instructions from the instructor and the student, as listed on the Single Student Testing Checklist form. The instructor, the student, and the Testing Center have agreed to a specific date(s) and time(s) for each exam to be administered. Therefore, the office has a Policy for No Show, Lateness, or Illness for accommodating exams. It is not the intention of the Testing Center to be punitive. These policies exist so that exam administration policies at the Testing Center are more in line with classroom policies and by following this policy, the Testing Center can more effectively schedule exams.

### 1) Reasons for no show

Students occasionally do the following:

- a) Forget or misunderstand exam time
- b) Drop the course
- c) Decide to complete exam with class
- d) Become ill or are in an accident
- e) Have a work conflict

### 2) Reasons for enforcement

It is important to enforce a No Show Policy for exams to maintain accurate records of time and space for exams, alleviate inconveniences for test monitors, and prevent continuous reoccurrence.

### 3) Policy for No Show, Lateness, or Illness at Aims community College

If a student fails to show or is late for an exam that is scheduled at the Testing Center, the following policies will be enacted:

- a) Exam, if already at the Testing Center, will be returned (via inter-campus mail) to the professor within one working day, unless given specific instructions to hold the exam by

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- the professor.
- b) The professor will be notified that the student has failed to take the exam at the Testing Center.
  - c) The Testing Center will reschedule the exam based upon the professor's permission and according to his/her instructions.
  - d) Students experiencing any problems are to call the Testing Center at (970)339-6562 (Sherrye) or the DAS at (970)339-6388 before the scheduled exam time. The Testing Center may assist in making other arrangements. Failure to notify the Testing Center will result in a no call/no show. Three no call/no shows may result in suspension of testing accommodations at the Testing Center and the student will have to schedule an appointment with the DAS.
  - e) If a student is late for the scheduled exam time, the Testing Center may give only the remaining time for the student to complete the exam. Only if resources allow, exam time may be adjusted to give the full amount of time to the student.
  - f) To cancel an exam, contact the Testing Center office as well as the professor.
  - g) The Testing Center will reschedule student exams on a first come, first serve basis and as resources permit.
  - h) The Testing Center may request changes in prescheduled testing and/or non-scheduled testing for students only when extenuating circumstances necessitate.

## Academic Integrity Policy

The Testing Center is in compliance with Aims Community College Academic Integrity Policy and takes all measures possible to see that it is enforced.

- 1) The Testing Center's staff checks testing accommodations to ensure materials student is permitted to use conform to the exam prior to the student beginning the exam.
- 2) If a student is witnessed using non-permitted materials during the exam, the monitor should ask the student about the non-conforming materials, or refer to the Testing Center Coordinator.
- 3) Testing Center Coordinator will discuss the issue with the student.
- 4) Testing Center Coordinator will send the exam to the professor along with a note describing the situation in detail.

## DAS Coordinator

DAS is a separate position from the coordinating exam accommodations, however determining all student accommodations are DAS responsibilities. No testing accommodations should be provided to a student without the prior approval from the DAS office and requested from the instructor on the Single Student Testing Checklist.

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## Information for Instructors Regarding Testing Accommodations

Testing accommodations are provided to assure that students are tested on their knowledge and not their disability.

**WHO IS ELIGIBLE?** Students with documented disabilities. Students must provide documentation of the disability to the Disability Access Services (DAS). The documentation must support the need for testing accommodations.

**WHAT ARE TESTING ACCOMMODATIONS?** Accommodations may include  
Additional time

- Reader - The reader cannot answer or clarify any questions.
- Writer - The student dictates to the writer and is responsible for the spelling, punctuation, and grammar. If the test is an essay, a computer may be used.
- Reduced-distraction environment
- Test enlarged or in Braille
- Computer for essay tests

**WHAT IS THE PROCEDURE FOR EXTENDED TESTING? It is the student's responsibility to schedule tests needing accommodations other than extended time and a distraction free area with Testing Center five days prior to the exam and ten days prior to the last day of the semester for finals.** A student schedules a test with the Exam Accommodations Request Form. The student will fill out the form and then gives the Testing Center the Exam Accommodations Request Form. The Testing Center staff schedule the accommodation and will attach this form to the test envelope once the test is received. Any test not taken when scheduled will be returned to the professor.

**WHERE IS THE TESTING DONE?** Testing rooms are located in the College Center, Room 230. Most exams will be monitored and recorded by video surveillance cameras, in addition to trained Testing Center staff, or work study student staff. DVR recordings of most exams will be available to be viewed for approximately 48 hours after completion of the exam.

**WHAT SECURITY MEASURES ARE TAKEN TO PROTECT THE INTEGRITY OF THE TEST?** Tests are kept in a secured file in the Testing Center's office. The professor may deliver and pick-up tests or deliver tests via email or campus mail. Tests delivered by the professor must be logged in and then are secured by the Testing Center staff. Tests may also be emailed to the Testing Center's office at [shull1@aims.edu](mailto:shull1@aims.edu) with "Test" in the subject area. Students being tested are required to leave all books and belongings with the assigned monitor and are not permitted to leave the room during the test unless prior arrangements have been made with the professor.

**WHAT IS THE STUDENT'S RESPONSIBILITY IN THIS PROCESS?** It is the student's responsibility to schedule tests five days prior to the exam and ten days prior to the last day of the semester for finals to guarantee the availability of a room. The student is also responsible for ensuring that the Exam Request Form is filled out and signed by the professor.

**WHAT IS THE INSTRUCTOR'S RESPONSIBILITY IN THIS PROCESS?** It is the instructor's responsibility to have the test available at the testing center at the agreed upon time with the student for the student to access the test. The test must be accompanied by a completed Single Student Testing Checklist and a copy of the Faculty Accommodation Memo provided to the instructor by the student. If the student is requiring accommodations regarding alternate formats the instructor needs to supply the DAS with the test at least one week prior to the testing time for conversion, and two weeks prior if the test need to be in Braille.

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Testing Center  
College Center 230  
970-339-6562(Sherrye)  
Email: [shull1@aims.edu](mailto:shull1@aims.edu)

Disability Access Services  
College Center  
970-339-6388

## Aims Student Guidelines for Testing Accommodations

- 1) Meet with the DAS Coordinator to obtain an Accommodation Memo that you will deliver to your instructor. This may be done any time after you register for a class, but at least **10 days before you will be requesting testing accommodations.**
- 2) Contact the instructors during office hours or make an appointment to tell the instructor that you will be requesting testing accommodations.
- 3) Return a signed Exam Accommodation Request Form for each test to the Testing Center **5 days prior to the exam and 10 days prior to the end of the semester for finals.** You may email the signed request sheet to [shull1@aims.edu](mailto:shull1@aims.edu) (Attention: Sherrye) but you must call (970-339-6562) to confirm receipt. Requests will be date-stamped upon receipt.
- 4) All tests must be scheduled as close to the time the class is taking the test as possible. If additional time is used, the test will either begin early or continue beyond the class time. **For a test to be scheduled at any other time,** the professor must indicate the time frame within which the test can be taken on the Single Student Testing Checklist submitted to the Testing Center Office.
- 5) The test **must begin at the scheduled time and end at the scheduled completion time.**
- 6) Students are not allowed to leave the test room unless they have prior approval from the instructor.
- 7) Any unusual activity will be reported to the instructor.
- 8) No backpacks, purses, hats, jackets, cell phones, computers, notes, books, calculators, or other such materials unless specifically noted by the instructor.
- 9) All students taking exams will be bound by the Aims Community Student Code of Conduct.
- 10) Exams will be monitored and recorded by video surveillance cameras, in addition to Testing Center Staff.

**If you have any questions or problems with this accommodation, contact DAS @ (970)339-6388.**

I have read and understand the above guidelines. I realize that unless exams are scheduled as described above, the extended testing accommodation may not be available to me for that particular test.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**TESTING CENTER**  
**SINGLE STUDENT TESTING CHECKLIST**

College Center #230, x6562

**(Please Print)**

**STUDENT TEST INFORMATION**

**Student:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Valid Contact Phone:** \_\_\_\_\_

**Open Test Dates:** Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**TEST RETURN INSTRUCTIONS**

- Personal Pick Up
- Campus Mail: Campus/Bldg \_\_\_\_\_ Dept/Rm # \_\_\_\_\_

**TEST RESOURCES**

Check any of the following that apply, or write additional instructions.

- Standard/Scientific Calculator     Open Book
- Graphing Calculator     Dictionary/Thesaurus
- Use of Computer     Notes Allowed
- Other: \_\_\_\_\_     Return/Attach Scratch Paper

**TIME LIMIT**

Once a test is started in the Testing Center, it must be finished in one sitting.

Minutes Allowed:  
 30     50     60     90     2 hr.    Other: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Attach this form to the test and deliver to the Greeley Testing Center. Please note that forms/materials can be received via email as well. If applicable, attach a copy of Accommodation Memo.**

**FOR TESTING STAFF USE ONLY:**

Date:	Staff Initials:	Start:	Timer End:	Carrel #:
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Intercampus Mail Return:	_____	_____	_____	_____
	Date	Time	Initials	

**TESTING CENTER**  
**SINGLE STUDENT TESTING CHECKLIST**

College Center #230, x6562

**(Please Print)**

**STUDENT TEST INFORMATION**

**Student:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Valid Contact Phone:** \_\_\_\_\_

**Open Test Dates:** Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**TEST RETURN INSTRUCTIONS**

- Personal Pick Up
- Campus Mail: Campus/Bldg \_\_\_\_\_ Dept/Rm # \_\_\_\_\_

**TEST RESOURCES**

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**TIME LIMIT**

Once a test is started in the Testing Center, it must be finished in one sitting.

Minutes Allowed:  
 30     50     60     90     2 hr.    Other: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Attach this form to the test and deliver to the Greeley Testing Center. Please note that forms/materials can be received via email as well. If applicable, attach a copy of Accommodation Memo.**

**FOR TESTING STAFF USE ONLY:**

Date:	Staff Initials:	Start:	Timer End:	Carrel #:
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Intercampus Mail Return:	_____	_____	_____	_____
	Date	Time	Initials	



