

EXAM PROCTORING FORM

For Office Use Only

Received By _____
Time began _____
Time finished _____
Proctor(s) initials _____

FACULTY:

- Exam and proctoring form should be in the Assistive Technology Center (B&E 130) at least one day before exam is to be taken. If the Center is closed, delivery should be made to the Counseling Center (B&E 126).
- Exam should be delivered in a sealed envelope with this form taped to the outside OR emailed with this form to **DisabilityServices@usca.edu**.

DO NOT SEND THROUGH CAMPUS MAIL!

Exam day/date

Time

Student Name

Phone #

Professor Name

Phone #

How much time does the student have to complete the exam?

Calculate the length of time based on the time your class is being given to take the exam and the amount of time this student has for an accommodation.

Student can use the following items during the exam:

Blank paper for working problems

CDs/tapes supplied by professor

Calculator

Scantron

Computer for spell check only

Notes

Computer with spell check disabled

Scribe

Reader

Textbook

Other - please specify:

Is student allowed an emergency restroom break?

Yes

No

How should the exam be returned?

Professor or designee will pick up exam from the Disability Services Office (B&E 134)

Testing student will return exam in sealed envelope

If the testing student is returning the exam, it should be returned to:

Name of Person

Building/Room #

If this person is not there, where should the student deliver the exam?

Professor signature: _____ Date: _____