



OFFICE OF STUDENT SERVICES SERVICES FOR STUDENTS WITH DISABILITIES EXAM PROCTORING FORM

DIRECTIONS: The student must advise their Instructor of their plans to have their exam proctored. The instructor must complete the Exam Proctoring Form along with the student and forward the completed form to the Office of Student Services at least 3 days before the scheduled exam.

Student's Name: _____ Social Security #: _____

Course Title: _____ Instructor: _____

Proposed Test Date: _____ Day: _____ Time: _____

EXAM PROCTORING INSTRUCTIONS

Please refer to student's Confidential Memo of Accommodations. If you believe that one of the accommodations listed is not reasonable in this particular case, please indicate below and state your reason:

Accommodation: _____ Reason: _____

ADDITIONAL ACCOMMODATIONS AUTHORIZED FOR THIS EXAM		
<i>(Please check all that apply)</i>		
<input type="checkbox"/> Calculator	<input type="checkbox"/> Formulas	<input type="checkbox"/> Index Cards
<input type="checkbox"/> Dictionary	<input type="checkbox"/> Class Notes	<input type="checkbox"/> Open Book
<input type="checkbox"/> Thesaurus	<input type="checkbox"/> Scrap Paper	<input type="checkbox"/> Computer
<input type="checkbox"/> Computer	<input type="checkbox"/> Spell/Grammar Checker	<input type="checkbox"/>

How long is the regular time for this exam? Hours _____ Minutes _____

Indicate means of forwarding the exam: Attached Campus Mail E-mail Hand delivered by Instructor

Please indicate method of return after the exam is taken by the student:

____ Seal, sign over the seal, and deliver through campus mail to: _____

____ Fax the completed exam to the following number: _____

____ Other guidelines or instructions: _____

By signing below I agree to adhere to the Office of Student Services established policies and procedures for exam proctoring. I further agree to comply with the guidelines for scheduling and delivering exams.

Student's Signature: _____ Cell Phone #: _____ Date: _____

Instructor's Signature: _____ Telephone Ext: _____ Date: _____

TO BE COMPLETED BY THE OFFICE OF STUDENT SERVICES STAFF

Test Date: _____ Test Start Time: _____ Test End Time: _____

Staff Signature: _____ Date Exam Returned: _____

EXAM PROCTORING PROCEDURES

STUDENTS

- To ensure that your instructor is aware that you are eligible for the support service of exam proctoring you must provide your professor with your official "Memo of Accommodation" as early in the semester as possible.
- Keep in mind that you have the option of having your exam proctored by the Office of Student Services or Graduate Admissions (graduate students only), or making alternative testing arrangements with your instructor.
- As soon as your instructor announces an exam, remind him/her that you will be requiring your exam to be proctored.
- You should meet with your instructor to complete the Exam Proctoring Form together to request the appropriate accommodations needed and ensure that you understand the conditions and additional accommodations (if any) authorized by your instructor.
- Try to arrange for your exam proctoring with the appropriate office as indicated above at least three (3) days in advance to allow time for reserving personnel and an adequate test site.

REMINDER FOR STUDENTS

- It is important that you arrive at the test site at your scheduled testing time or at least 5-10 minutes early.
- If you do not arrive on time, the proctor will wait fifteen (15) minutes. If you do not arrive within that time, your test will be forfeited and returned to your instructor.
- You will not be permitted to bring notes or other materials in the exam room without prior authorization from your instructor.

INSTRUCTORS

- You should complete the Exam Proctoring Form with the student present to ensure that the student is aware of the accommodations authorized and other conditions which must be met while taking the exam.
- Please forward the completed Exam Proctoring Form to Ms. Marlayne Bailey, in the Office of Student Services located on the 1st floor of Lincoln Hall or Mrs. Jernice Lea, Graduate Admissions & Student Services Office (graduate students only).
- If the student will be delivering the completed Exam Proctoring Form, it must be in a sealed envelope with your signature over the seal for security purposes.
- You may either return the Exam Proctoring Form with the exam or indicate on the form the instructions for retrieving the exam.
- After delivering your Exam Proctoring Form to the Office of Student Services, you may forward exams via e-mail to mbailey@lincoln.edu. If you have questions regarding Exam Proctoring Procedures, please call Marlayne Bailey at ext. 7290.

ALTERNATIVE TESTING ARRANGEMENTS

Alternative testing arrangements can always be made with the professor to take an exam in either their office or another location free of distractions.