



REQUEST FOR DSP PROCTORING

This form is due at least 2 weeks before testing *

Time and a half only exams are proctored through the academic department

Disability Services and Programs (DSP)
3601 Trousdale Parkway, Student Union 301
Phone: (213) 821-6368 / Fax: (213) 740-8216
E-Mail: exams@usc.edu

* This request form, after completion by both the Student and Professor (or authorized TA/Staff), must be delivered by the **student in person** to DSP no later than 2 weeks before the testing day. For Final Exams, this form must be received 2 weeks prior to the first day of the Final Exam Period.

STUDENT INFORMATION (Printed legibly by the Student Requesting Testing Accommodations)

Name: _____

Approved Accommodations Requested:

Student ID Number: _____ - _____ - _____

Individual Room Laptop Computer

Extended Time 1.5 Extended Time 2.0

DEPT and Course # (ex: HIST 200): _____

Reader Scribe

USC Email: _____

Other _____

Contact phone number: (____) _____ - _____

Student's Signature: _____ Date: _____

Section to be filled out by PROFESSOR or AUTHORIZED TA or Dept. Staff (please print legibly)

Testing Date/s for Student (Month/Day): _____

Faculty Name: _____

This does not need to be the same day as the class.

Office: _____ Phone: _____

Agreed Start Time/s: _____

Standard length of exam time/s for students in class: _____

Check boxes according to what may be allowed or needed:

Yes No

Calculator

Open Book

Open Note

Additional Instructions: _____

Internet Access (DSP has limited onsite availability)

Time during the day can be changed by student with DSP

Test Arrival and Return Instructions:

Test will arrive at DSP via:

Professor/TA will deliver to DSP on _____ (date)

Professor/TA will email exam to DSP.

Student will deliver to DSP (in sealed envelope)

Test will leave DSP via:

Professor/TA will pick up exam on _____ (date)

Student will return exam (in sealed envelope) to _____ (location)

Signature: _____ Name if different than Prof. _____ Date: _____