

EXAM PROCTORING SERVICES

USC Aiken Assistive Technology Center - B&E 134

There are times when it may be difficult to accommodate students with disabilities in the classroom setting, especially when providing additional time, distraction-reduced environment and/or use of computer, scribe, or reader. The Assistive Technology Center provides exam proctoring services in these situations.

PROFESSORS:

- The student must first give their **Accommodation Request Form** to you. Accommodations are not retroactive!
- The exam and the Exam Proctoring Form must be received in the Office of Disability Services (B&E 126) **at least 24 hours in advance** of the scheduled testing time.
- The **Exam Proctoring Form** is available as a fill-and-print PDF form on the Disability Services website at www.usca.edu/ds. Complete the checklist and print (if you are sending by hand) or save (if you are sending as an email attachment).
- It is imperative that you provide the **time allowed for the exam**. This is based on the amount of time you are allowing the class to test and the DS student's accommodation of extra time, if applicable. It is also very important to indicate the materials the student will be allowed to use.

STUDENTS:

- The professor must first have your **Accommodation Request Form!**
- **Coordinate** accommodations with your professor, especially if you must take the exam at a different time from the class. (This can become an issue if your extended test-taking time interferes with another class or exam.)
- **Schedule** exam with SANDRA SANDERS at 803-641-3609 at least **ONE (1) WEEK in advance**.
- Arrive in the Center at least **10 minutes prior** to your exam time. Turn off cell phones and pagers. Leave personal items outside of testing area.
- **Bring the supplies** allowed/required by your professor, e.g., scratch paper, Scantron, calculator, pencils, exam book. We do not supply Scantrons!
- You are not to leave the ATC for any reason other than an emergency once you begin your exam. Remember there might be other students who are taking exams at the same time as you. Taking an exam in the ATC is just like being in your classroom; the same rules apply.
- **Arrange with your professor** ahead of time the method of handling any questions you may have since they will most likely be administering the exam to the rest of the class at the same time.

Contact Sandra Sanders at 641-3609 to schedule.
