

# 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 Disability Services Center Student Educational and Support Building (SES 104) at least one day before exam is to be taken. If the Center is closed, delivery should be made to the Counseling Center (SES 107).
- 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:***

- |   |  |
|---|--|
| <input type="checkbox"/> Blank paper for working problems   | <input type="checkbox"/> CDs/tapes supplied by professor |
| <input type="checkbox"/> Calculator                         | <input type="checkbox"/> Scantron                        |
| <input type="checkbox"/> Computer for spell check only      | <input type="checkbox"/> Notes                           |
| <input type="checkbox"/> Computer with spell check disabled | <input type="checkbox"/> Scribe                          |
| <input type="checkbox"/> Reader                             | <input type="checkbox"/> Textbook                        |
| <input type="checkbox"/> 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 (SES 104)
- 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: \_\_\_\_\_