

# MEREDITH COLLEGE

## TEST PROCTORING SERVICES EXPECTATIONS

Student and instructor are required to meet in order to complete test proctoring form together. The form and all test proctoring arrangements must be made with Disability Services (DS) a minimum of five business days prior to test date. If student requires a reader or scribe, DS will need seven business days notice. This is necessary for staff to make all necessary arrangements. Contact DS with any questions at 760-8427.

### **Expectations for requesting test proctoring through Disability Services**

- For consistency, DS will not provide test proctoring to students who do not submit completed paperwork five business days in advance.
- Student and instructor can schedule all proctoring test dates on one form, given all information is completed and turned in on time.
- All proctoring dates/times must be scheduled during weekly business hours, Monday through Friday 8:00am-5:00pm.
- Proctoring is not available on Saturday or Sunday (this includes semester finals).
- DS will do its best to schedule test proctoring as close to class time however, this is not always possible.
- DS provides accommodations for test but no testing materials (pens, paper, calculators, etc) will be provided.
- When testing, the student is only permitted to bring approved materials into testing room. Items not allowed are cell phones, book bags, purses, etc. DS will hold these items but will not be held responsible.
- Since the student will not have immediate access to their instructor; DS will make every effort to contact them when the need arises. Any anticipated need to contact instructor during testing should be discussed ahead of time and noted on proctor form.
- All test procedures are based on the materials and time allotted to the class in general.
- Student will not be provided “as much time as needed for tests/exams” unless all students in the class are provided this option. Student is provided extended time as noted on accommodation letter.

### **Student Responsibilities**

- Finding out when all tests are scheduled
- Obtain test proctor form from Disability Services or from website [www.meredith.edu/students/counsel/disability](http://www.meredith.edu/students/counsel/disability)
- Arrange a meeting time with your instructor and together fill out proctor form completely
- Turn in completed form to Disability Services in Carroll Hall (201-A) and schedule proctoring in a timely manner.

### **Instructor Responsibility**

- Meet with student and together fill out test proctor form.
- Provide test in alternate format (as noted on accommodation letter).

Rev. 7/27/07

**ALTERNATE FORMATS AVAILABLE UPON REQUEST**

### **COUNSELING CENTER**

3800 Hillsborough Street • Raleigh, North Carolina 27607-5298 • Telephone (919) 760-8427, Fax (919) 760-2383

# MEREDITH

C O L L E G E

- Provide Disability Services a copy of the test (24 hours in advance) or personally walk the test over first thing in the morning of the scheduled test date.

Rev. 7/27/07

**ALTERNATE FORMATS AVAILABLE UPON REQUEST**

***COUNSELING CENTER***

*3800 Hillsborough Street • Raleigh, North Carolina 27607-5298 • Telephone (919) 760-8427, Fax (919) 760-2383*