



TEST PROCTORING SERVICES PROCEDURE

Procedure

1. Student obtains test proctor form in 201-A Carroll Hall or downloads from DS website.
2. Student meets with instructor and together they completely fill out proctor form.
3. Student returns completed form to Disability Services (201-A Carroll Hall) in required time and schedules proctoring. * **DS will not provide proctoring services with less than required days notice.**
4. A notification from Disability Services will go out to student and instructor by e mail confirming that proctoring request has been scheduled.
5. Instructor will provide DS will a copy of the test in advance of scheduled proctor time.
6. Student will report to Disability Services on time and with materials only permitted for testing.
7. Student will sign in test proctor log to verify use of proctoring services and to begin testing.
8. DS proctor will show student to proctor location, provide test and contact instructor with any questions that arise.
9. When test is completed or time has ended, student will turn all papers into DS proctor and will sign out in proctor log to verify use of proctor services.
10. DS proctor will place test in a sealed manila envelope with their initials and return to instructor's office.

Instructions for completing test proctoring form

1. Contact Information

- Student information (student completes)
- Instructor/Class information (instructor completes)

2. Test/Exam scheduling (instructor completes)

- Date & Time: Indicate date and time the test is administered to the class.
- Instructor signature: Sign to verify the date and time of the test
- DS will do its best to proctor the test as close to the regular class time however, this is not always possible.

3. Time allotted for test: (instructor completes)

This table is to be used to determine how much extra time a student is authorized to receive. Refer to the student's accommodation letter to confirm the extended time. Indicate the appropriate amount for testing.

Time allotted for class	Accommodation	Total Time
Total course time	Time and a half	Total time
50 minutes	Additional 25 minutes	1 hour and 15 minutes
90 minutes	Additional 45 minutes	2 hours and 15 minutes
Total course time	Double time	Total time
50 minutes	Additional 50 minutes	1 hour 40 minutes
90 minutes	Additional 90 minutes	3 hours
Exam schedule		
3 hours	Time and half	4 hours and 30 minutes
3 hours	Double time	6 hours

4. Permitted test materials (instructor completes)

- Check items the student is allowed (yes) or not allowed (no) to use during tests.
- If student is using a computer, DS prefers students use Secure Exam software.
- If there is a special accommodation that is not listed, please indicate that the change is acceptable.

5. Test/exam Delivery (instructor completes)

- The instructor of the course is responsible for providing the test/exam to DS at least 24 hours prior to the testing time.
- Check the appropriate box to indicate how DS will return the completed test.

6. Signatures (student and instructor complete)

- Student and instructor sign to indicate that you have read, understand and agree to Disability Services test proctoring procedures.