



## Disability Services Test Proctoring Procedures

Please read the following information carefully as it is a vital component to understanding and scheduling testing proctoring requests with Disability Services.

### Scheduling:

- We ask that professors do their best to accommodate any testing accommodations needed. Test Proctoring Forms should be submitted to DS in writing five business days in advance of the test date. Changes and updates may be accepted with less notice, but cannot be guaranteed. All tests/exams that will be proctored by DS must be scheduled during weekly business hours, Monday through Friday, 8:00am-5:00pm. In addition, exams will not be proctored on Saturdays or Sundays.
- If Disability Services is asked to proctor tests/exams, the following steps must be completed by the student and professor before scheduling and confirmation can be made.

### The student is responsible for;

- Finding out when all test are scheduled (check your syllabus, if applicable)
- Obtain test proctor forms from our office or down load from the DS website [www.meredith.edu/students/counsel/disability](http://www.meredith.edu/students/counsel/disability) (under forms icon)
- Meet with your professor and fill out form completely
- Turn forms into DS (Carroll Hall room 201-A) at least five business days before test/exam is scheduled

### We ask that professors;

- Let the student know as soon as possible when tests will be scheduled
- Meet with student and fill out form together
- Have the test to Disability Services (24 hours) in advance of scheduled test date.
- If DS will need to alter test format due to student's disability, our office will need the test a minimum of two days prior to test date. Word documents are preferred for any alternate format needed.

### Testing/Non-testing Materials:

- DS provides accommodations for tests, but not testing materials.
- Students please do not bring non-testing materials to the DS office, including but not limited to, cell phones, pagers, PDA's, pocket books, or book bags. If you do bring these items, DS will hold them, but will not be held responsible.

### Access:

- Students testing at DS will not have immediate access to their instructor; however, DS will make every effort to contact the professor when the need arises. Any anticipated need to contact an instructor during an exam should be discussed ahead of time between student and the instructor and noted on the test proctoring form accordingly. It is helpful for DS to know how to contact instructor in case the need should arise during test time.
- All testing procedures are based on the materials and time allotted to the class in general.

Please contact our office (760-8427) with any questions or concerns.

Sincerely,

DS Staff

# MEREDITH COLLEGE

## Instructions Regarding Test Proctoring Form

### I. Contact Information:

**Student Information** (student completes)

- Name, telephone # and e-mail address
- Course name and course instructor

**Instructor/Class Information** (instructor completes)

- Instructor’s name, telephone #, office # and e-mail address

### II. Exam/test scheduling: (instructor completes)

**Tests/Final Exam**

- Date & Time: Indicate the date and time the test is administered to the class
- Instructor’s Signature: Sign to verify the date and time of the test

Sometimes a student will not be able to complete a test at the same time as the rest of the class. This can occur for several reasons: the student has a class immediately prior or after the testing time, limited room availability, or limited staffing.

- Check if student must take the test at the same time as regular class session
- Check if the student may take the test at a different date or time than the rest of the class. If the instructor and student arrange a date and time, indicate in the table under “Proctor date and time.”  
*Leave the rest of the table blank for DS office use. If you have no preference, DS staff will make arrangements for the date and time.*

### III. Time Allowed 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 how much time she is certified to receive. (Unlimited time is not an option unless the entire class is allowed unlimited time.) Indicate the appropriate amount of time the student should receive. If completing the form for multiple tests with different lengths, write the dates of each test next to the circled time.

Time allowed for class	+	Accommodation	=	Total Time	
<b>Total course time</b>		<b>Time and a half</b>		<b>Total Time</b>	<b>Test Date(s)</b>
50 minutes		Additional 25 minutes		1 hr 15 minutes	
90 minutes		Additional 45 minutes		2 hrs 15 minutes	
<b>Total course time</b>		<b>Double Time</b>		<b>Total time</b>	
50 minutes		Additional 50 minutes		1 hr 40 minutes	
90 minutes		Additional 90 minutes		3 hrs	

### IV. Permitted Test Materials: (instructor completes)

**Testing Materials**

- Check items the student is allowed (yes) or not allowed (no) to use during the test
- If there is a special authorization that is not listed, please indicate that the change is acceptable

### V. Test Delivery and Return: (instructor completes)

**Test/Exam Delivery**

- The instructor of the course is responsible for providing the test/exam to DS at least 24 hours prior to the testing time. If the test needs to be converted to an alternate format, the test must be provided 7 business days prior to the testing time.

**Test/Exam Return**

- Check the appropriate box to indicate how DS will return the completed test

### VI. Signatures: (instructor and student complete)

Both parties sign to indicate that you have read and understand the DS Testing Procedure.



## Disability Services Test Proctoring Form

Thank you for contacting Disability Services in the Counseling Center for assistance with test proctoring. In order to assist you, we will need the following information no later than five business days prior to test date. If the Counseling Center will need to audio tape the test, we will need the materials no later than seven business days prior to the exam. This is necessary for staff to make arrangements for space. Return this form to the Counseling Center/Disability Services, 201A Carroll Hall. If you have any questions please call 760-8427 or fax 760-2383.

### I. CONTACT INFORMATION

Student's name	student's telephone number	student's e-mail address
Instructor	instructor's telephone number	instructor's e-mail address
Course name	instructor's office	how to contact instructor during test

### II. EXAM/TEST SCHEDULING

Test Date & Time	Instructor Signature	Proctor Date & Time (if different)*	Proctor location	Date Test Rcvd	Date Test Returned	DS staff signature

- \_\_\_\_\_ Student must take the test/exam at the same time as the rest of the class
- \_\_\_\_\_ Student may take the test/exam at a different time or date per scheduling needs in the DS office
- \* All tests/exams that will be proctored by DS must be scheduled between Monday and Friday, 8:00am-5:00pm. Exams will not be proctored on Saturdays or Sundays or after 5pm on weekdays.

### III. TIME ALLOWED FOR TEST

Time allowed for class	+	Accommodation	=	Total Time	
					Test Date(s)

### IV. PERMITTED TESTING MATERIALS

Items student may use during test time

	Yes	No
Notes		
Book(s)		
Computer		
Dictionary		
Electronic Speller		
Scrap paper		
Formula sheets		
Calculator		
Other		

Any additional comments:

### V. TEST DELIVERY AND RETURN

- \*\*\*\*\* The instructor is responsible for delivering the test/exam to DS 24 hours prior to the scheduled testing time. \*\*\*\*\*
- \_\_\_\_\_ Student will be responsible for returning test/exam upon completion.
- \_\_\_\_\_ Instructor will pick up test/exam from DS office.
- \_\_\_\_\_ DS office will return test/exam to instructor's office.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_