

**TEST PROCTORING FORM**  
**Office of Disability Services and Resources**  
 256.549.8462 (Office)      pclough@gadsdenstate.edu

*Please return this form directly to the DSR office. Do not send the form through the student. DSR will send you a copy of the form for your records and will make a copy for the student upon request. Individual tests should be scheduled by the student as instructed below.*

Please note that the preferred method of testing is for the faculty member to arrange accommodations **within the department to ensure test security**. However, if the test is to be proctored outside the department, DSR will secure proctoring services as a courtesy to faculty who are teaching online classes or are otherwise unable to administer the test. DSR will proctor the exam or will schedule a time when testing or media services can proctor the exam. Regardless of the proctoring agent, **the test should be sent to the DSR office.** *(If a student requests a reader as an accommodation, DSR will administer the test.)*

Student Name:		A #:	
Instructor's Name:		COURSE:	
Email:		Office Location:	

**How will DSR receive the exam?** *(We recommend email or hand deliver exams.)*  
 \_\_\_\_\_ Instructor will deliver      \_\_\_\_\_ Email      \_\_\_\_\_ It is an online test  
 \_\_\_\_\_ Representative from instructor's department will deliver      \_\_\_\_\_ Student taking test will bring exam

**How would you like DSR to return the completed test?** \_\_\_\_\_

**Special Instructions:**

	YES	NO
Open Book?	_____	_____
Open Notes?	_____	_____
Dictionary?	_____	_____
Calculator?	_____	_____
Scratch Paper?	_____	_____

Other Instructions: \_\_\_\_\_

How much time is the class allotted for the test? \_\_\_\_\_ *(We will determine extended time, if applicable.)*

**IT IS THE STUDENT'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITH INSTRUCTORS AND PROCTORS FOR TESTS THAT NEED ACCOMMODATIONS.**

- It is the student's responsibility to give this form to the instructor.
- Student **MUST** contact DSR to schedule an appointment for the exam one week prior to the test date.
- Student needs to remind faculty to deliver exams to DSR. If an exam is not delivered by the test date, it is the student's responsibility to contact faculty.

***I understand the student responsibilities as listed above and acknowledge that to not follow these could result in not being able to take a test.***

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

AS THE INSTRUCTOR OF THIS CLASS, IT IS MY RESPONSIBILITY TO ENSURE THAT ALL TESTS NOT PROCTORED IN THE DEPARTMENT ARE DELIVERED TO DSR AT LEAST 1 WORKING DAY PRIOR TO THE TEST DATE. For online tests passwords should be emailed at least 1 day prior to the test date.

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