

TEST PROCTORING FORM

Gadsden State Office of Disability Services & Resources

256-549-8462 (Office) ADA@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 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: _____