



DSSC Test Proctoring Form

Exams shall be taken at the same time the class meets, with the exception of evening classes or prior special permission of the instructor. To ensure the integrity of the testing environment, students may not take any personal belongings into the testing area unless otherwise specified by the instructor.

PART I: Completed by instructor. Please complete and attach this form to the exam and deliver to Disability Support Services Center, Main Bldg. 023 at least two (2) days prior to the test date. Please make arrangements to pick up your exam.

Student name: _____ Student ID: _____

Instructor name: _____

Course/title/index: _____

Exam date: _____ Exam time: _____

Test time allotted for the class: _____

Instructions to Disability Support Services Center:

Closed book: _____ Open book: _____ Notes: _____ Calculator: _____

Special instructions or notes:

Instructor pick-up date and time _____

PART II: Completed by Disability Support Services Center Staff

Extended time: _____ 1.5x class allotted time _____ 2x class allotted time

Time exam started: _____ Time exam ended: _____

Violations of Student Code of Conduct:

