

DISABILITY SERVICES TEST PROCTORING

Instructions: Students, please fill in the top half of form.
 Instructors, please fill in bottom half of form and sign the form.

1. Quarter:
2. Name of student to be proctored by Disability Services:
3. Course name and number:
4. Name of instructor:
5. Time, date and number of minutes class is allowed for all tests in above course.

1. How early can the test begin on test day? (ie, if the class is testing from 10 – 11 can the proctored student begin at 8, or 9 or 10?)

2. How late can the test begin on test day? (ie, if the class is testing from 10 – 11 can the proctored student begin after 11 that day?)

3. Special instructions (no calculator, notes, or is open book, ...):

Disability Services will return the completed test to the instructor's mail box as soon as the test is complete.

Instructor signature: