EXAM PROCTORING AUTHORIZATION FORM

This form must be completed, signed, and delivered to the ARC before exam will be administered. It is the responsibility of the student to schedule exams with the ARC at least one week prior to the exam date. Testing outside the classroom or academic department is warranted only if circumstances prevent the instructor from making localized arrangements or if the student needs assistive technology at the ARC. Failure to schedule an exam one week in advance may result in the ARC staff being unable to accommodate the requested time and date for the exam. If the student is caught cheating, the instructor will be notified, and testing accommodations may be revoked. The ARC staff will email the instructor if an exam is not retrieved by the end of the semester in which it was taken. An exam left in the ARC after such notification will be filed in the respective student’s file.

PLEASE PRINT CLEARLY:

Student’s Name: ______________________________   Course Name and Number: ______________________________
Exam Date: _________________              Exam Time: _____ _____    Exam Location: __________
Student Signature: _____________________   Date: _____________________

Please initial all pertinent rules and mark through those rules that do not apply (to be completed by the instructor).

Book(s) may be used:
Title: ______________________________
Notes may be used
Dictionary may be used
Calculator may be used
Scratch paper may be used
Student may keep test questions
Student may keep scratch paper
Other – Please
Explain: ______________________________

Time allotted for the class to take the exam: _____

Instructor’s Name: ______________________________
Instructor’s Signature: ______________________________
Instructor’s Email: ______________________________
Date: ______________________________
Office Address: ______________________________ Phone: __________

I wish to pick up the completed exam at the ARC.
Scan and email the completed exam to me.
Send completed exam via student tester in a sealed envelope.
Exam to be completed online. Password = ______________

Pick up: ______________________________

Instructor/Staff Signature
Date

(Office Use Only)

Date Exam Received: __________   Staff Initials: _____   Assisting Technology: _______   Cubicle # _______
Date Exam Administered: __________   Time Started: _____   Ended: _____   Staff Initials: _____   Locker # _______
Comments: ______________________________

I decline the recommended accommodations for this exam and waive the right to use these accommodations.
Student’s Signature: ______________________________   Date: ________
Directions for Accessing Exam Accommodations

The Accessibility Resource Center (ARC) staff offer exam accommodations for students with disabilities such as extended time, alternative format, and assistive technology, depending on the student’s disability. These accommodations are implemented to give students with disabilities equal access to testing and accommodates for certain limitations related to the student’s disability.

Testing outside the classroom or academic department is warranted only if circumstances prevent the instructor from making localized arrangements or if the student needs assistive technology at the ARC. Therefore, when testing accommodations or alternative testing is needed, students are responsible for discussing this issue with the instructor to make the appropriate arrangements to have the exam administered. It is the responsibility of the student to schedule exams with the ARC at least one week prior to the exam date. Failure to schedule an exam one week in advance may result in the ARC staff being unable to accommodate the requested time and date for the exam. The ARC staff will make every effort to accommodate students in a timely and reasonable manner.

Standard testing procedures for the ARC:

1. Students must complete an exam proctoring authorization form in order to notify the ARC staff of their needs for alternative testing and accommodations.
2. This form must be completed, signed, and delivered to the ARC by the student before exams will be administered. The student’s name, exam date, time of the exam, and the course name and number should be specified on the form. Instructors should indicate on the form any materials that the student can use during the exam, any directions that the student should be made aware of in order to take the exam, and the amount of time allotted for the rest of the class to take the exam.
3. Students should submit an exam authorization form to the ARC at least one week prior to the examination date and request that instructors make arrangements to have the exam sent to the ARC.
4. Instructors may arrange to have the exam delivered to the ARC, email the exam as an attachment, fax the exam, or have the student deliver the exam in a sealed and signed envelope prior to exam start time.
5. The ARC staff will proctor the exam on the date and time indicated on the authorization form while providing the student’s accommodations. With the exception of evening classes, the student should take the exam the SAME TIME the class regularly meets unless the instructor provides permission for an alternate time. The ARC staff are authorized to proctor the exam only during the time specified by the instructor on the exam proctoring authorization form.
6. The instructor should specify the preferred retrieval method for the completed exam on the exam proctoring authorization form. The ARC staff will email the instructor if an exam is not retrieved by the end of the semester in which it was taken. An exam left in the ARC after such notification will be filed in the respective student’s file.

Students who arrive at the ARC late for an exam may have this time deducted from their scheduled testing time. If a student does not come in to take a scheduled exam at the ARC, the examination will be returned to the instructor. Therefore, students must have the instructor approve any change in time or date of administration of an exam before the ARC staff will make an appointment to reschedule proctoring the exam.

Thank you for your assistance in the testing process!