



# Disability Resource Center Exam Proctoring Form

Professor's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Course Title: \_\_\_\_\_ Exam Name: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Exam Time: \_\_\_\_\_ Exam Length in Class: \_\_\_\_\_

\*Note: Exam will not be administered after this date and time\*

## Student may use the following (Check all that apply):

☐ Graphing Calculator

☐ Blue / Green Book

☐ Scientific Calculator

☐ Notes/Notecard(s)

☐ No Calculator

☐ Book(s)

☐ Computer

☐ Dictionary

☐ Graph Paper

☐ Scantron

☐ Scratch Paper, # of Sheets \_\_\_\_\_

Special Instructions/Other: \_\_\_\_\_

\_\_\_\_\_

## Delivery Method:

☐ Pick up: Only Professors or a department representative can pick up exams.

☐ Mailbox: Exams will be placed in instructor's PCEC mailbox or sent via campus mail.

## To be filled out by DRC Testing Center Staff Only

### Accommodations:

Time (include adjusted time (i.e. 1.5x or 2x) per Academic Accommodation Form): \_\_\_\_\_ Total

☐ Alternative Media ☐ Reader ☐ Scribe ☐ Private Room

Please note accommodations must be approved by a Disability Resource Center Counselor.

**Students please read and sign the following before beginning the exam:** I have read and fully understand the DRC Testing Center Policies and Procedures. I understand and will adhere to the instructions for taking this exam. I also understand that there may be a time limit on this test, and it is my responsibility to turn the test in on time. I understand that I must turn in my test and all approved materials including: exam, scratch paper, and notes. I understand cell phones and smart devices (including smart watches) are not allowed in the testing area and must be turned off or silenced and put away in a locker or backpack/bag. Furthermore, I understand the DRC/TLC monitors a live video camera feed and/or monitor the testing room. All incidents of cheating or suspicious activity will be documented and reported to the instructor.

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Staff Initials: \_\_\_\_\_