



STUDENT ACCESSIBILITY CENTER

Sullivan Center, Suite 117
 6339 N. Sheridan Road | Chicago, Illinois
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SACTesting@LUC.edu

SAC USE ONLY

SEAT # _____

PR: _____

Kurzweil: _____

Typing

No scantron

Use of calculator

Exam Proctor Form

Policy Reminders:

- Students must schedule **7 days in advance via Accommodate** in order to ensure space availability.
- **It is the instructor's responsibility to deliver/drop off this proctor form and exam in person OR upload exam to Accommodate at least 1 business day prior to the exam date.**

TO BE COMPLETED BY THE INSTRUCTOR ONLY

Student Name:	Exam Date:
Instructor Name:	Course:
Email:	Phone:

Please check how you would like the completed exam returned (select one):

- Scan [within two business days] Pick up N/A [exam is online]

Scanned exams will be uploaded into Accommodate

Check all allowable instruments or materials:

- Scantron - indicate color: Red Blue Green Pink OPEN note OPEN book
- Calculator - indicate type: 4-function only Scientific Graphing Scrap paper
- Notes Sheet: Single side Double side Note card (3x5) No Allowable Instruments/Materials

Additional Instructions: Examples include password to access exam, "Exam is in 2 parts"

How much time does the CLASS have to complete the test?

- 50 minutes 75 minutes 2 hours Other:

How should SAC staff contact you during the exam if the student has questions?

- email phone text not available; students should mark questions on exam

1.5x 2.0x FOR SAC USE ONLY

Total:	Hrs	Mins	Scheduled Time	Actual time
Printed by:			Start Time :	Start Time :
Proctored by:			End Time :	End Time :

Proctor Notes:

COMPLETED EXAMS

E-MAILED by:	Date:
PICKED UP by:	Date: