STUDENT ACCESSIBILITY CENTER
Sullivan Center, Suite 117
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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 <u>proctor form and exam</u> 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):

☐Upload [within 2 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	
UPLOADED BY:	**Date:**
PICKED UP by:	**Date:**