

Center for Student Success & Engagement/ Disability Resources
Procedure for students receiving test proctoring/ Exam Proctoring Checklist

Student Name - _____ Student A# _____

Course/Instructor- _____

Testing accommodations: _____ Alternate location _____ 1.5 Extended time _____ 2.0 Extended time

Other _____

Day/time class will take exam _____ Day/time scheduled in CSSE _____

FACULTY SECTION

Please indicate below the conditions under which the exam will be administered in class, only items indicated below will be allowed for use during the exam:

Use of notes _____ Open Book _____ Dictionary _____ Calculator _____

Other _____

How much time are you allowing in your class for this quiz/exam? _____

Please deliver the exam to CSSE/Disability Resources prior to the scheduled exam time. If you prefer, the exam can be emailed to “exam proctoring”, or: examproctoring@mcla.edu prior to scheduled exam.

Method of exam delivery:

_____ Instructor delivers to CSSE _____ Student will bring in sealed envelope

_____ Will email to “exam proctoring mailbox” or: examproctoring@mcla.edu

Method of exam return:

_____ Instructor picks up exam _____ Student delivers exam in signed and sealed envelope

_____ Member of CSSE returns exam to _____

Faculty signature - _____

TESTING ROOM PROCEDURE

CSSE will provide the testing accommodations if the instructor is unable to meet these needs. However, CSSE requires three days advance notice from the students in order to administer the exam. It is the student’s responsibility to notify CSSE, schedule the exam and complete the necessary paperwork. All exams are timed; students generally receive 1.5 or 2.0 extended time. Students will be stopped when their extended time is up unless otherwise indicated on this form by the professor. On the day of the exam, you are expected to arrive on time. When you enter the testing room, you will silence all electronic devices and place all devices on the table at the front of the room. Only materials that have been approved by your instructor and indicated on the Exam Proctoring Checklist will be allowed out during the exam. All other items must be placed at the front of the room. You will not be allowed to remove any electronic devices from the room until you have completed the exam. No head phones are allowed unless approved as part of your accommodation.

Office use only

Time started _____ **Time completed** _____ **Exam returned to** _____

Signature of Proctor _____