

Gateway Community College, Student Accessibility Services (SAS)

Test Proctoring Envelope

South 202

Telephone 203-285-2231

Dear Instructor:

If you or your department is unable to proctor an exam or quiz for a student with a disability identified with this office who requires adjustments, SAS can provide assistance. We ask that you complete the section below and drop-off to SAS with your exam. Once the student takes the exam, a completed copy of this form will be filed in the SAS office. **In the event of an emergency evacuation or school closing, any exam in progress will stop and will have to be rescheduled.** If you have any suggestions or questions, please do not hesitate to contact us. Thank you. Student Accessibility Services

To Be Completed by Student

Student's Name:

Professor's Name:

Course Title & Section:

Date & Time the class is taking this exam:

Date & Time student is scheduled to take exam at SAS:

To Be Completed by Professor

Type of Exam:

_____ Quiz

_____ Midterm

_____ Exam

_____ Final

Time allotted to ALL students for quiz/exam _____

Special Instructions: ___ Open Book ___ Open Notes ___ Other _____

Additional Comments:

Method for Returning Exam: ___ Instructor Will Pick Up at SAS ___ Will Be Delivered to Mailbox

To Be Completed By SAS Staff

1. EXAM RECEIVED BY SAS

Date _____

Time _____

Signature _____

2. EXAM STARTED

Date _____

Time _____

Signature _____

3. EXAM COMPLETED

Time _____

Signature _____

a. Adjustments Used _____

b. Exam Notes _____

4. EXAM PICKED UP BY INSTRUCTOR

Date _____

Time _____

Signature _____

5. EXAM RETURNED TO INSTRUCTOR'S MAILBOX

Date _____

Time _____

Signature _____