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_____________________________

Test Proctoring Record 7/14/2015 11:40 AM