

General Information:

Office of Student Disability Services

500 College Avenue, Parrish Hall Rooms 113 & 123 Email: studentdisabilityservices@swarthmore.edu

Phone: 610-328-7358, 610-690-5538

Fax: 610-690-3350

Exam Proctor Request Form

Note: Submit this form to Student Disability Services (SDS) ONLY if an SDS proctor is needed. SDS must receive this completed form at least two weeks before the scheduled exam. SDS requires this time in order to make any necessary arrangements for your exam. Submit the completed form to SDS at studentdisabilityservices@swarthmore.edu, by fax (610-690-3350) or deliver to SDS offices. DO NOT send forms thru interoffice mail. Please complete one form per student.

Faculty Name:Suzanne Thornton			Department: _^	Math and stats		
Student Name:Vitor Dos Anjos			Course Name:		*	
Test Inform	mation:	*1				
Exam Date	Exam Start Time for THIS student	Duration of exam for standard administration	Location of exam for standard administration	Faculty member responsible for the exam	Indicate Final Exam Mid-Term Other Test	Please provide a phone number or other means of contacting you during or after the exam.
Oct 4	Wan	50 mins	SC 145	Thomas Crawford	F M O	email er 863-370-9389
					F, M, O	
Special inst	ed/permitted during Scrap Scrap tructions for examination of Subsiderations	paper	swers a	ny questi	ons in	class dwing

Exam Procedures:

- SDS must receive the exam and any related materials 24 hours prior to the exam date, or at an agreed upon time.
- Exams may be hand delivered to the office, faxed, or sent via e-mail.
- SDS will arrange a proctor for the exam. Students should arrive at the exam location 10 minutes prior to the start time.
- Students are expected to abide by the Academic Policies as stated in the Swarthmore College Student Handbook.
- The exam and any other materials will be ready for return or pick-up from the SDS at the end of the exam or the following day.

Exam Delivery: Exam will be delivered to the SDS office – Parrish	113 or 123.						
Exam will be e-mailed to SDS at studentdisabilityservices@swarthmore.edu							
Exam will be faxed to SDS at 610-690-3350. Exam will be delivered to the testing location before the start of the exam.							
Exam Return:	om at the end of the evam time						
Professor will pick up the exam from the testing room at the end of the exam time. Professor will pick up the exam from SDS office at an arranged time.							
		tion:					
SDS will deliver the exam in a sealed envelope to							
SDS will scan and e-mail the exam to the professo	r. Please provide e-mail; <u>scrotter</u>	@Swartimore.edu					
I understand and agree to follow the above procedures.							
2 / 1/2	9/25/	19					
Faculty Signature	Date						
Complete Com							
 Student Signature	Date						
Otadent dignature							
SDS OFF	FICE USE ONLY:						
Applicable Testing Accommodations:							
Extended time of%	Reader						
Separate testing environment	Scribe						
Isolated testing environment	Other						
Test time: minutes	Start time:	am pm					
Multiplied by %	30 minute warning:						
Equals additional minutes = Total time: hours minutes	5 minute warning: End time:	am pm am pm					
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Faculty Name:Suzanne Thornton				Department:		
Student Name: Madison Shoraka				Course Name: Stat 21		
Test Inform	nation:					
Exam Date	Exam Start Time for THIS student	Duration of exam for standard administration	Location of exam for standard administration	Faculty member responsible for the exam	Indicate Final Exam Mid-Term Other Test	Please provide a phone number or other means of contacting you during or after the exam.
Oct 4	Dam	50 mins	SC 145	Thomas Crawford	F M O	erral or 863-370-9389
					F M O	
Items needed/permitted during exam: Scrap Paper Special instructions for exam: Is the substitute aviswers any questions in class during the exam, the SDS pacter will be notified.						

Exam Procedures:

- SDS must receive the exam and any related materials 24 hours prior to the exam date, or at an agreed upon time.
- Exams may be hand delivered to the office, faxed, or sent via e-mail.
- SDS will arrange a proctor for the exam. Students should arrive at the exam location 10 minutes prior to the start time.
- Students are expected to abide by the Academic Policies as stated in the Swarthmore College Student Handbook.
- The exam and any other materials will be ready for return or pick-up from the SDS at the end of the exam or the following day.

Exam Delivery: Exam will be delivered to the SDS office – Parrish	113 or 123.						
Exam will be e-mailed to SDS at studentdisabilityservices@swarthmore.edu							
Exam will be faxed to SDS at 610-690-3350.							
	Exam will be delivered to the testing location before the start of the exam.						
Exam Return: Professor will pick up the exam from the testing rou	om at the end of the exa	m time					
Professor will pick up the exam from the testing room at the end of the exam time. Professor will pick up the exam from SDS office at an arranged time.							
		ovide legation:					
SDS will deliver the exam in a sealed envelope to							
SDS will scan and e-mail the exam to the professor	or. Please provide e-mail	Sinomit @swartimore.edu					
I understand and agree to follow the above procedures.							
	a .	Inalia					
Faculty Signature	<i>1 /</i> Date	Poto					
Paculty Signature 2	Date						
Children Circumsture	Date						
Student Signature	Dale						
202.25	EIGE HOE ONLY						
SDS OFF	FICE USE ONLY:						
Applicable Testing Accommodations:							
Extended time of%		Reader					
Separate testing environment	7-	Scribe					
Isolated testing environment		Other					
Test time: minutes	Start time:	am pm					
Multiplied by %	30 minute warning:	am pm					
Equals additional minutes = Total time: minutes	5 minute warning: _ End time:	am pm am pm					
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Faculty Name:Suzanne Thornton				Department:	lath and stats	
Student Name: Kayonna Tindle				Course Name:	Stat 21	
Test Information:						
Exam Date	Exam Start Time for THIS student	Duration of exam for standard administration	Location of exam for standard administration	Faculty member responsible for the exam	Indicate Final Exam Mid-Term Other Test	Please provide a phone number or other means of contacting you during or after the exam.
Oct 4	10am	50 mins	SC 145	Thomas Crawford	F M O	email ar 863-370-9389
					F M O	
Items needed/permitted during exam:						
Special instructions for exam: 15 the substitute answers any questions in class during the exam, the SDS practor will be notified						

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Exam will be faxed to SDS at 610-690-3350.						
Exam will be delivered to the testing location before	the start of the exam					
	the start of the exam.					
Exam Return: Professor will pick up the exam from the testing roor Professor will pick up the exam from SDS office at a SDS will deliver the exam in a sealed envelope to the	n arranged time. e professor. Please provide location:					
SDS will scan and e-mail the exam to the professor.	Please provide e-mail: sthornt1@swarthmore.edu					
l understand and agree to follow the above procedures.						
1.1001	9125/19					
Faculty Signature	Date					
acuity digitature						
 Student Signature	Date					
Student Signature	Date					
SDS OFFI	CE USE ONLY:					
Applicable Testing Accommodations:						
Extended time of% Separate testing environment Isolated testing environment	Reader Scribe Other					
Test time: minutes	Start time: am pm					
Multiplied by %	30 minute warning: am pm					
Equals additional minutes = Total time: hours minutes	5 minute warning: am pm End time: am pm					