



## Office of Student Disability Services

500 College Avenue, Parrish Hall Rooms 113 & 123

Email: [studentdisabilityservices@swarthmore.edu](mailto: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](mailto: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.

#### General Information:

Faculty Name: Suzanne Thornton

Department: Math 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	10 am	50 mins	SC 145	Thomas Crawford	F M O <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	email or 863-370-9389
					F M O <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
					F M O <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
					F M O <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Items needed/permitted during exam:

Scrap paper

Special instructions for exam:

If the substitute answers any questions in class during the exam, the SDS proctor 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.

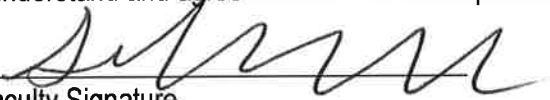
**Exam Delivery:**

- ☐ 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 room at the end of the exam time.
- ☐ Professor will pick up the exam from SDS office at an arranged time.
- ☐ SDS will deliver the exam in a sealed envelope to the professor. Please provide location: \_\_\_\_\_
- ☒ SDS will scan and e-mail the exam to the professor. Please provide e-mail: sthornt1@swarthmore.edu

I understand and agree to follow the above procedures.

  
Faculty Signature

9/25/19  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SDS OFFICE 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 = _____	5 minute warning: _____ am pm
Total time: _____ hours _____ minutes	End time: _____ am pm