**Exam Proctoring Request Form**

Submit this form to Donna Jones-Ilsley, Julia Waggoner, and Elizabeth Madsen-Genszler

**Faculty Section** **Date:** \_18-Sep-18\_\_\_

Exam taker: \_Jonas Eklund\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This student has been approved for academic accommodation Yes\_\_\_\_

Course: \_MTH107\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scheduled exam date: \_21-Sep-18 (Friday)\_\_\_\_\_\_ Scheduled time: \_8:00 am\_\_\_\_\_

Phone # in case of questions during the exam: \_715-682-1300 (though I will be in class) \_\_

The student has\_as long as he needs\_ to complete the exam.

I will deliver the exam 24 hours in advance to:

\_\_\_\_ Office of Student Accessibility Resources

\_X\_\_ Dexter Library

via:

\_X\_\_ email

\_\_\_\_ in-person

\_\_\_\_ campus mail

The student taking this exam may have the following items with them during the exam:

\_X\_\_ pen/pencil \_X\_\_ calculator

\_X\_\_ blank paper \_\_\_\_ computer

\_\_\_\_ notes \_\_\_\_ internet access

\_\_\_\_ open book \_X\_\_ can take a break

\_\_\_\_ other (please list)

When the student has completed the exam, please (you may check more than one):

\_\_\_\_ scan and email the exam to me

\_\_\_\_ put the exam in campus mail for me

\_X\_\_ I will pick the exam up from the library

Faculty signature:\_Derek H. Ogle (electronically signed on 18-Sep-18\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Library Section**

Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finish time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proctor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_