**Exam proctoring request form for students with academic accommodations**

Submit this form to Julia Waggoner and Elizabeth Madsen-Genszler

**Faculty Section** Today’s date**:** \_\_\_\_\_\_\_\_\_\_\_\_

Exam taker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Course: \_MTH107 – Statistical Concepts and Analysis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scheduled exam date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Scheduled exam time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # in case of questions during the exam: \_x1300\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The student has\_\_\_\_\_\_\_\_\_\_hours\_\_\_\_\_\_\_\_\_minutes to complete the exam.

I will deliver the exam 24 hours in advance to the library via:

\_\_X\_ email

\_\_\_\_ in-person

\_\_\_\_ campus mail

The student taking this exam may have/have access to the following during the exam:

\_\_X\_ pen/pencil \_\_\_\_ computer

\_\_X\_ blank paper \_\_\_\_ internet access

\_\_\_\_ notes \_\_X\_ can take a break

\_\_\_\_ open book \_\_\_\_ other (please list)

\_\_X\_ calculator

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 Ogle\_\_

**Library Section**

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

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

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

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