**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E**xam date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E**xam time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

\_\_\_\_ email

\_\_\_\_ in-person

\_\_\_\_ campus mail

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

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

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

\_\_\_\_ notes \_\_\_\_ can take a short break in the library

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

\_\_\_\_ 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

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

Faculty signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Library Section**

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

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

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

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