# Test Proctor Request Form

*(PLEASE SEE THE REVERSE SIDE FOR INSTRUCTIONS AND POLICIES)*

To be completed by the **STUDENT**

<table>
<thead>
<tr>
<th>Student name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student phone:</td>
<td></td>
</tr>
<tr>
<td>Student ID:</td>
<td>790-</td>
</tr>
<tr>
<td>Course:</td>
<td></td>
</tr>
<tr>
<td>Instructor:</td>
<td></td>
</tr>
</tbody>
</table>

To be completed by the **INSTRUCTOR**

| Instructor’s signature: |  |
| Instructor phone: |  |
| Email: |  |

Completion deadline for exam:  

Duration of exam in minutes: ________ (not including DSS accommodation)

Test details (✔ check all that apply):

- [ ] NONE
- [ ] Notes
- [ ] Dictionary/Thesaurus
- [ ] Calculator
- [ ] Open book
- [ ] Computer: [ ] personal [ ] institutional only
- [ ] Drawing/graphing tools [ ] Other:  

To be completed by **INSTRUCTOR** for students with approved **DSS Accommodations**

*Students must provide a copy of DSS letter to Instructor AND the Learning & Testing Center Coordinator*

<table>
<thead>
<tr>
<th>Exam time:</th>
<th>Accommodations:</th>
<th>Computer with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ 1.5 extended time</td>
<td>[ ] Reader [ ] Scribe [ ] Private room [ ] Sign language interpreter [ ] Proof reader [ ] Other:</td>
<td></td>
</tr>
<tr>
<td>✔ 2.0 extended time</td>
<td>[ ] Reader [ ] Scribe [ ] Private room [ ] Sign language interpreter [ ] Proof reader [ ] Other:</td>
<td></td>
</tr>
<tr>
<td>[ ] Other: _________</td>
<td>[ ] Reader [ ] Scribe [ ] Private room [ ] Sign language interpreter [ ] Proof reader [ ] Other:</td>
<td></td>
</tr>
</tbody>
</table>

Other assistive technology (please specify):  

Other modifications (please specify):  

Additional directions:  

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To be completed by **PROCTOR**

Exam date/time confirmed with student via: [ ] PHONE [ ] E-MAIL [ ] IN-PERSON

Date & time student arrived for test: ______________________ Completion time: ______________________

Proctor:  

Notes:  

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September 23, 2015
Instructions and Policies for Test Proctor Request Form

STUDENTS
• Fill out the STUDENT section of the form
• Take the form to your instructor
• Make sure to check with your instructor about any deadlines for making up your test
• Arrive at least 10 minutes before your scheduled test time
• If you must miss your testing appointment, please contact your instructor and the Learning and Testing Center Coordinator to determine your options (ALERT! If you miss your testing appointment you may be denied a second opportunity!)

FACULTY
• Complete the INSTRUCTOR section of the form
• IF student has approved DSS accommodations, complete the DSS Accommodations section of the form (student must provide you with the approved DSS accommodations letter)
• Attach the form to the test.
• Place form and test in the designated box on the wall near faculty mailboxes in the copier room.
• Completed tests will be placed in your mailbox upon completion of the exam.

PROCTOR
• Have testing area prepared at least 10 minutes prior to testing appointment.
• Testing instructions as indicated on the Test Proctor Form must be strictly adhered to. Changes to a test modification must be approved, in writing, by the instructor, even when the modification is as simple as a time change.
• Additional study time is not allowed, nor is additional time added for students arriving late, or for students who do not finish within the allotted time-frame.
• Food, drinks, cell phones, MP3 players and other electronic devices not needed for the exam are not allowed in the testing rooms.
• Upon completion, mark completion time on the form and place test and any associated materials in the instructor’s faculty mailbox.

Disability Services for Students (DSS) Information
Federal and State civil rights laws and University policy require that reasonable modifications must be provided to otherwise qualified students with disabilities. Reasonable modifications assure equal access to University courses and do not interfere with academic standards or freedoms.

More information on Disability Services may be found at www.umt.edu/disability, or by calling 243-2616, or emailing DSS@umontana.edu

September 23, 2015