# Test Proctor Request Form

*(SEE REVERSE SIDE FOR INSTRUCTIONS & POLICIES)*

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>STUDENT</th>
<th>STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name ___________________________</td>
<td>Student’s Email &amp; Phone ___________________________</td>
<td>Course ___________________________ Course Days/Times ___________________________</td>
</tr>
<tr>
<td>Instructor’s Name ___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor’s Signature ___________________________ Date ___________________________</td>
<td>Instructor’s Email &amp; Phone ___________________________</td>
</tr>
</tbody>
</table>

---

Exam Delivery to SSC: ☐ paper copy ☐ email ☐ online: ☐ Moodle ☐ Pearson ☐

Exam Return to Instructor: ☐ faculty mailbox ☐ scan & email ☐

Test details (permitted materials, aids, etc.) *(check all that apply)*

- ☐ NONE
- ☐ Calculator
- ☐ Test notes ___________________________
- ☐ Dictionary/thesaurus
- ☐ Open book
- Computer: ☐ personal ☐ institutional only
- ☐ Drawing/graphing tools
- ☐ Scratch paper
- ☐ Other ___________________________

<table>
<thead>
<tr>
<th>TEST 1</th>
<th>TEST 2</th>
<th>TEST 3</th>
<th>TEST 4</th>
<th>TEST 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Exam Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Exam Start Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Exam Duration (minutes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT SUCCESS CENTER</th>
<th>STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Exam Duration (mins)</td>
<td></td>
</tr>
<tr>
<td>Student Exam Date</td>
<td></td>
</tr>
<tr>
<td>Student Exam Start Time</td>
<td></td>
</tr>
<tr>
<td>Student Exam Finish Time</td>
<td></td>
</tr>
<tr>
<td>Proctor</td>
<td></td>
</tr>
<tr>
<td>Proctor Notes</td>
<td></td>
</tr>
</tbody>
</table>

- ☐ Accommodations
- ☐ Exam time
- ☐ Computer with
- ☐ Private room
- ☐ 1.5 extended time
- ☐ Dragon (voice recognition)
- ☐ Proof reader
- ☐ 2.0 extended time
- ☐ JAWS (screen reader)
- ☐ Reader
- ☐ Magic (screen magnification)
- ☐ Scribe
- ☐ Open book
- ☐ Reader
- ☐ Scratch paper
- ☐ Other
- ☐ Other assistive tech/modifications/directions ___________________________

---

Bitterroot College UM  1/30/2020
Instructions and Policies for Test Proctor Request Form

STUDENTS

👉 **Test Proctor Request Form** must be submitted to SSC at least 2 working days in advance of test date

- Fill out the STUDENT section of the form
- Have instructor fill out INSTRUCTOR section of the form
- Submit form with completed STUDENT and INSTRUCTOR sections to Student Success Center (SSC)
- **Work with SSC to schedule your test date, time, and location**
- Arrive at least 10 minutes before your scheduled test time
- If you must **miss your testing appointment**, please contact your instructor and the Student Success Center Manager as soon as possible to determine your options

👉 **ALERT! If you miss your testing appointment, you may be denied a second testing opportunity!**

### Academic Honesty

Any student observed using any unauthorized materials or resources during an exam will be reported to the instructor. The Test Proctor has the right to stop an exam at any time if academic dishonesty is witnessed. Academic misconduct is subject to an academic penalty by the instructor and/or a disciplinary sanction by the University of Montana. The Student Conduct Code can be viewed at the following address: [www.umt.edu/student-affairs/community-standards/default.php](http://www.umt.edu/student-affairs/community-standards/default.php)

INSTRUCTOR

- Complete the INSTRUCTOR section of the form
- Provide the completed form to the student; student is responsible for submitting completed form to Student Success Center (SSC) and working with SSC to schedule test date, time, and location

STUDENT SUCCESS CENTER (SSC)

- If DSS Accommodations are approved, complete Accommodations sections and schedule test accordingly
- Work with student to schedule test date, time, and location based on information provided on completed Test Proctor Request Form

👉 **PROCTOR**

- Have testing area prepared at least 10 minutes prior to testing appointment
- Testing instructions as indicated on the Test Proctor Request Form must be strictly adhered to
- 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 approved for testing are not allowed during testing
- Upon test completion, provide Proctor name and Student Exam Finish Time in the appropriate boxes of STUDENT SUCCESS CENTER section of the form, and follow Exam Return instructions as provided in the INSTRUCTOR section of the form

**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/dss](http://www.umt.edu/dss) or [www.umt.edu/bitterroot-college/services/ssc/default.php](http://www.umt.edu/bitterroot-college/services/ssc/default.php) or by contacting Erin Rosenkrance, Student Success Center Manager, at 406.541-3191 or emailing [erin.rosenkrance@mso.umt.edu](mailto:erin.rosenkrance@mso.umt.edu).