

Test Proctor Request Form

(SEE REVERSE SIDE FOR INSTRUCTIONS & POLICIES)



Student's Name _____	STUDENT
Student's Email & Phone _____	
Course _____ Course Days/Times _____	
Instructor's Name _____	

Instructor's Signature _____ Date _____	INSTRUCTOR
Instructor's Email & Phone _____	
Exam Delivery to SSC: <input type="checkbox"/> paper copy <input type="checkbox"/> email <input type="checkbox"/> online: <input type="checkbox"/> Moodle <input type="checkbox"/> Pearson <input type="checkbox"/> _____	
Exam Return to Instructor: <input type="checkbox"/> faculty mailbox <input type="checkbox"/> scan & email <input type="checkbox"/> _____	
Test details (permitted materials, aids, etc.) (check all that apply)	
<input type="checkbox"/> NONE <input type="checkbox"/> Calculator <input type="checkbox"/> Test notes _____ <input type="checkbox"/> Dictionary/thesaurus <input type="checkbox"/> Open book <input type="checkbox"/> Computer: <input type="checkbox"/> personal <input type="checkbox"/> institutional only <input type="checkbox"/> Drawing/graphing tools <input type="checkbox"/> Scratch paper <input type="checkbox"/> Other _____	

	TEST 1	TEST 2	TEST 3	TEST 4	TEST 5
Class Exam Date					
Class Exam Start Time					
Class Exam Duration (minutes)					

Student Exam Duration (mins)					
Student Exam Date					
Student Exam Start Time					
Student Exam Finish Time					
Proctor					
Proctor Notes					

Accommodations <input type="checkbox"/> Private room <input type="checkbox"/> Proof reader <input type="checkbox"/> Reader <input type="checkbox"/> Scribe <input type="checkbox"/> Sign language interpreter	Exam time <input type="checkbox"/> 1.5 extended time <input type="checkbox"/> 2.0 extended time <input type="checkbox"/> _____	Computer with <input type="checkbox"/> Dragon (voice recognition) <input type="checkbox"/> JAWS (screen reader) <input type="checkbox"/> Magic (screen magnification) <input type="checkbox"/> Microsoft Office <input type="checkbox"/> Read & Write (test to speech)
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Other assistive tech/modifications/directions _____

STUDENT

INSTRUCTOR

STUDENT SUCCESS CENTER

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

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 **Accomodations** 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 or 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.