

University of Maine Student Accessibility Services (SAS)
Test Proctoring Request Form
***This Form Must Be Delivered to SAS by Student or Faculty
At Least 3 Business Days Prior to Regular Semester Exams***

Section 1 – To be completed by the student.

Student name: _____ Student phone: _____

Professor name: _____ Course Number: _____

Date of test(s): _____ Time of test(s): _____

★I have a time conflict with another class & I would like to take my test at: _____

Final Exam Date: _____ Final Exam Time: _____

★I have a time conflict with another class & I would like to take my final at: _____

Approved Accommodations Needed: computer enlarged font reader scribe

Section 2 – To be completed by the professor.

Please initial to approve times/materials allowed for this section.

★ Alternate test time approval: _____ ★Alternate final exam time approval: _____

_____Book _____Notes _____Calculator _____Formulas _____Tables _____Dictionary

Special Instructions (please list) _____

How much time is allowed in class for exams? _____ hour(s) _____minutes

How much time is allowed for the final exam? _____ hour(s) _____minutes

Regular semester test (should be received by SAS at least 24 hrs. before exam time):

1) Delivered to SAS (121 East Annex) 2) E-mailed to Mandi.hinchman@maine.edu

3) Pick up by SAS From building & room: _____

Available on day/time: _____

Test return to instructor:

1) Picked up by professor 2) Delivered by SAS to (Bldg/Room#): _____

3) Scanned and emailed to you at: _____

Best phone number to reach you with questions before/during exam: _____

Signature of Professor: _____ Date: _____

Instructions Regarding the Test Proctoring Form

Students with disabilities and approved accommodations who need to have tests proctored at the Student Accessibility Services (SAS) test proctoring center in East Annex will need to fill out and return this test proctoring form.

Procedure

- Students schedule a test in in SAS, fill out Section 1 of the form, and bring it to instructor to fill out Section 2.
- Instructor will fill out Section 2 with any instructions we need to know in order to proctor your test.
- Upon completion of this form, instructor or student will return it to SAS at 121 East Annex. Please make sure to identify who will be returning the form to SAS (you or your professor).

If you plan to take your exams in East Annex, a Test Proctoring Request Form will need to be brought to SAS for each exam **3** business days prior to the regularly scheduled test date. If all test dates for the semester are listed on syllabus, ONE form can be turned in with ALL dates listed including final exams.

<u>If Your Test Day is:</u>	<u>Completed form due at SAS</u>	<u>Test Received at SAS</u>
Monday	Wednesday before	Friday before
Tuesday	Thursday before	Monday before
Wednesday	Friday before	Tuesday before
Thursday	Monday before	Wednesday before
Friday	Tuesday before	Thursday before

Please be advised of the following information:

1. OUR OFFICE HOURS ARE 7:30 A.M. – 4:30 P.M. ALL EXAMS MUST BE COMPLETED BY 4:30 P.M. IF SAS IS THE TESTING LOCATION.

2. Due to the heavy volume of exams we will no longer be able to proctor exams for students who do not follow this procedure. If a student doesn't turn in the form on time, we will ask the student to return to the instructor and request that he or she make arrangements for the student to be accommodated within department facilities.

3. SAS will be using the **same form for final exams** sign-ups. You will need to schedule your exam and have at least one form submitted for the course at least 1 week in advance of your regularly scheduled final exam.

Please call SAS at 581-2319 if you have questions or concerns about this procedure.