



Testing and Disability Services (TDS) Proctoring Form

TDS aims to proctor exams comparable to the classroom environment. Please review and complete the TDS Proctoring Form to provide TDS with information about your classroom environment during exams.

This form must be completed and returned to TDS (along with the exam materials) BEFORE the student's scheduled exam time.

Student's Name:

Instructor Name:

Exam Date:

Course:

Exam Type (Quiz, Test, Midterm, Final?):

Amount of time students receive for exam type in class (**TDS will calculate extended time**):

Materials allowed during exam (i.e.. formula/note sheet, computer, calculators, scrap paper,etc...):

Best contact method during exam:

Contact Information:

Exam Return Method:

For exam deliveries, please provide the name of the building and office number. (**Signatures are required for deliveries**):

Additional Information for Student or TDS Staff (i.e. special instructions, passwords, announcements):

Instructor Signature:

Date:

For TDS Staff to Complete:

Proctor Signature and Date:

Student Start Time:

Student End Time:

Test Delivered/Picked up by:

Recipient Signature & Date: