



EXAM PROCTORING REQUEST FORM

STUDENT PLEASE COMPLETE THIS SECTION

Student Information

Student Name: _____

ID#: _____

Wildcats Email: _____

Phone #: _____

Course Information

Course Number: _____

Course Title: _____

Faculty Name: _____

Making arrangements with the Center for Academic Enrichment to take : Quiz Test Midterm Final

Approved Accommodations : CHECK IF YOU ARE ELIGIBLE FOR AND WILL BE USING ANY OF THE FOLLOWING:

Accommodations: 50% Extended Time 100% Extended Time Distraction-reduced Environment

Materials: Scribe Computer Reader Other _____

FACULTY PLEASE COMPLETE THIS SECTION

Scheduling

Test Date: _____

Start Time: ____:____ am/pm

Amount of time students in the classroom are allowed to complete test: ____ hours ____ minutes

Based on approved accommodations, time this student is allowed to complete test: ____ hours ____ minutes

* Please note: Unlimited time is not an option. You must provide a definitive length of time.

Materials

CHECK ALL ALLOWABLE ITEMS:

- Notes/Handouts
- Open book (provide Title/Author)
- Calculator
- Scrap paper (will be returned)
- Dictionary
- Other: _____

CHECK HOW ANSWERS SHOULD BE RECORDED:

- Test directly
- Blue Book (please provide with exam)
- Blank paper
- Scantron (please provide with exam)
- Lined paper
- Other: _____

Special Instructions: _____

Contact

Best form of contact during test: phone _____ or email _____

Test Delivery Faculty must deliver the test to the CAE no less than 24 hours prior to the exam start time.

Delivery of Test to CAE

- Faculty will drop off in-person to CAE
- Faculty will email to unhm.cae@unh.edu (preferred)

Return of Completed Test

- Pick up in CAE
- Leave in mailbox
- Email to : _____
- Mail to : _____

The CAE will follow the written directions of the faculty for proctoring, delivery, and return of the exam.

Faculty Signature: _____ Date: _____

Students must submit completed form to the CAE at least 7 days in advance of the test. Requests received with less than 7 days' advance notice are not guaranteed accommodations.

Office Use Only

Proctor:

Room:

Exam Date:

Start time:

End Time:

Notes:

Proctor Signature:

Received:

Entered:

Scanned:

Delivery Method:

Date:

Exam Proctoring Policy and Student Expectations:

If you are a student taking a test through the CAE, please make sure to:

- Treat your test appointment just as you would an exam in the classroom.
- Notify the CAE immediately if you intend not to show up for your exam.
- Obtain instructor approval if you need to reschedule an exam appointment.
- Plan to complete the test within one session. You may not begin the exam, stop it, and then return another time to finish it.
- Arrive 10-15 minutes prior to your testing appointment and be ready to work. If you are late, your appointment time will not be adjusted and you will have to complete your exam in the remaining appointment time. Your time for the exam starts at the time scheduled, not when you show up. If you are more than 15 minutes late for your scheduled exam time, you will not be given the exam.
- Bring only items approved by your instructor (and listed by the instructor on your Exam Proctoring form) into the testing area. All other belongings (including purses, jackets, coats, hats, electronics, and cell phones) must be left outside the testing area. The proctor will ask you to empty your pockets.
- The CAE will make an effort to store items in a secure area but accepts no responsibility for lost or stolen items.
- Bring all needed materials with you to the exam. Testing staff are not responsible for providing you with any testing supplies such as writing instruments, rulers, graph paper, or calculators.
- Take care of all personal errands (such as using the restroom and purchasing supplies) prior to your test.
- Do not leave the testing area during an exam unless you receive permission from the test proctor. You may leave the room to use the restroom or water fountain only once an hour. You may not leave the building. Your exam time limit will not be adjusted for the break.
- Know that if you are suspected of or caught cheating, your instructor will be notified immediately and will be responsible for appropriate discipline. As a member of the UNH academic community, this responsibility falls under the academic honesty guidelines found within the Student Rights, Rules, and Responsibilities Handbook.

I acknowledge that I have reviewed these policies and that I agree to abide by them.

Student signature: _____

Date: _____