EXAM PROCTORING REQUEST FORM

Student Information
Student Name: __________________________
ID#: _________________________________
Wildcats Email: _______________________
Phone #: ____________________________

Course Information
Course Number & Name: _______________________
Faculty Name: ___________________________
Day of the week: __________ Time: __________

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

1. Approved Accommodations - Student Please Complete

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 __________________________
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.

2. Scheduling - Student and Faculty Please Complete

CHECK REQUESTED OPTION
☐ Scheduling for same time as class
☐ Requesting change in date/time to _________ ___:_____ am/pm
   Reason: ____________________________
   Faculty Approval: Yes ☐ No ☐ Faculty Initials: ________________________

3. Materials - Faculty Please Complete

CHECK ALL ALLOWABLE ITEMS:
☐ Notes/Handouts ☐ Open book (provide Title/Author)
☐ Calculator ☐ Scrap paper (will be returned)
☐ Dictionary ☐ Other: ____________________________

CHECK WHICH ITEM ANSWERS SHOULD BE PROVIDED ON:
☐ Test directly ☐ Blue Book (please provide with exam)
☐ Blank paper ☐ Scantron (please provide with exam)
☐ Lined paper ☐ Other: ____________________________

Special Instructions: ____________________________________________________________

Best form of contact during test: ☐ phone ____________________________ or ☐ email ____________________________

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

4. Test Delivery - Faculty Please Complete

Delivery of Test to CAE
☐ Faculty will drop off in-person to CAE
☐ Faculty will email to unhm.cae@unh.edu

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

Return of Completed Test
☐ Pick up in CAE ☐ Email to: ____________________________
☐ Leave in mailbox ☐ Mail to: ____________________________

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.
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 polices and that I agree to abide by them.

Student signature:____________________________________________________________ Date:____________________________