

Disability Services – Test Proctor Request Form

Academic Services | academicservices@moore.edu

Today's Date: _____

Instructions:

1. Submit one request form per class.
2. Fill out Student Section.
3. Ask instructor to fill out and sign Instructor Section.
4. Submit to Academic Services via email (academicservices@moore.edu) or in person at Stahl 107
5. Submit requests at least 7 days prior to test date.

STUDENT COMPLETES THIS SECTION

Student Name: _____ Student ID: _____

Student Phone: _____ E-mail: _____@moore.edu

Course Prefix and #: _____ e.g. AH112

Dates/Times of Exams: _____

Preferred Dates/Times of Exams: _____
(If different from class)

INSTRUCTOR COMPLETES THIS SECTION

Instructor Name: _____ Instructor Phone: _____

Instructor E-mail: _____@moore.edu

Best way to reach instructor urgently, e.g. during exam: _____

Standard Exam Conditions:

Standard length of Quizzes and Exams: ☐ 60 minutes | ☐ 90 minutes | ☐ 2 ½ hours | ☐ Other: _____

☐ Calculator ☐ Dictionary/Spell Check ☐ Open Notes ☐ Open Book ☐ Crib Sheet ☐ Scantron

☐ Other Conditions (Please explain): _____

Exam Delivery

☐ Instructor will e-mail exam to
academicservices@moore.edu (preferred
method)

☐ Instructor will hand deliver exam to AS

☐ Student will hand deliver exam in sealed envelope

Instructor Signature: _____ Date: _____

Exam Return

☐ AS will scan and e-mail exam to instructor
(Default option if no other option is checked)

☐ Instructor will pick up from AS

Academic Services USE ONLY (Authorized Accommodations)

☐ 1.5x Extended Time ☐ Separate Room (2-8) ☐ Reader ☐ Large Print _____

☐ 2.0x Extended Time ☐ Separate Room (1) ☐ Computer ☐ Other: _____

☐ Distraction Reduced ☐ Scribe ☐ Software: _____



Proctoring Guidelines

1. Exams are administered by Academic Services (AS) Monday through Friday from 9:30 AM until 4:30 PM during regular operating hours. Exams held beyond these hours must be arranged through the instructor.
2. The student must be approved by the Coordinator of Academic Support Services to have individual exams proctored in Academic Services. A student's accommodation form must state exams are to be proctored for extra time and/or in a non-distracting environment or the students has been granted an Exception for the student to take individual exams in Academic Services.
3. Students should remind instructor about upcoming exams. Check with the Coordinator of Academic Support Services to ensure exams(s) were received.
4. Students and instructors wishing to cancel a scheduled exam need to communicate with Academic Services as soon as possible to allow time to cancel proctors.
5. Students who do not show for scheduled exams will be referred to the Coordinator of Academic Support Services to discuss. Academic Services will communicate to instructor that the student missed the exam.
6. Items such as notes, books, and calculators cannot be used by the student unless confirmed by the instructor on this form prior to the exam.
7. The student will not be able to leave the examination area during the exam unless stated in her/his/their accommodations or approved by Academic Services.
8. Students are responsible for bringing her/his/their own supplies and references, as have been permitted by the instructor or the student's accommodations.
9. If a student is suspected of academic dishonesty during an exam, Academic Services will inform the instructor, who will determine the consequence.

Questions? Please contact:

Coordinator of Academic Support Services
academicservices@moore.edu
215-965-4061