

PROCTORING FORM
Disability Support Services (DSS) – Lynn Wood Hall #1082
Tel: (423) 236-2544 – Email: DSS@southern.edu

Students with Disabilities
Have rights under the law as well as responsibilities

Students are not entitled to testing accommodations, they are however entitled to equal access. Sometimes to assure equal access, a student needs to be provided with reasonable accommodations.

Students

- Prior to scheduling any test proctoring with DSS, students must take their Letter of Accommodations to their professor and jointly determined that proctoring at DSS is the only option for receiving the specific accommodations.
- Students are responsible to schedule the exam they are wanting proctored at DSS with a 7-day notice or DSS may not be able to get arrangements in place, in a timely manner, to provide the requested accommodations.
- Students are to provide their professors with a proctoring form for each exam, no less than 10 days before the exam.
- Students must remind their professors the class period before the exam, they are having their exam proctored at DSS.
- If an exam is to be proctored at a time different from the regularly scheduled class time, students must first get written permission from their professor before scheduling the exam at DSS.
- In the event an exam or quiz is scheduled with less than 7-days' notice, students should contact DSS immediately to get arrangements, if possible, in place.
- Students must present themselves at DSS to begin the exam at the time indicated on the Proctoring form.

Faculty

- Even if accommodations have been recommended by the Accommodations Committee, they will not be allowed if the professor has indicated that are inappropriate for a particular exam and has provided written support for not allowing them.
- DSS will only proctor exams at the time indicated on the Proctoring form.
- Professors are responsible to ensure DSS receives the exam to be proctored before the testing date.
- Professors may email exams to DSS but they must be emailed before the testing date.
- Professors understand the risks involved when choosing to deliver exams to DSS through inter-mail means.
- Professors may elect to have exams scanned and emailed to them once completed.

DSS will alert professors when tests are completed

PROCTORING FORM: Disability Support Services (DSS)

The original of this form stays with the exam to be proctored.

To be completed by the student:

Student: _____ Class: _____

Instructor: _____

Date and time class takes the exam: _____

Date and time to proctor, if different from above: _____

To be completed by the Professor:

I, the undersigned Professor, give my permission to the following:

1. **All** students taking this exam are allowed: (Check all that apply)

- Calculator Dictionary Notes Bible
 Textbook Scratch Paper Additional time (if available)

Other _____

2. In addition to approved accommodations, the student named above is allowed:

- Snacks Drinks Bathroom breaks [If yes, time stops or time continues]

Other _____

Additional Notes:

Professor's Signature

Date

Handling of Exam:

Exam received: _____
Date

by _____
DSS Staff Signature

Exam proctored: _____ **TO** _____
Start Finished

by _____
DSS Staff Signature

Exam picked up: _____
Date

by _____
Professor or Designee