

Test-Proctoring Form

Learning & Teaching Center

To better organize the alternative proctoring arrangements available to students with documented disabilities, we ask that instructors making use of these arrangements please fill out this form in consultation with the student involved and then submit this form to Jill Zwicke of LIT (x.5068) **at least one week in advance of the date of the proctoring**. LIT and the LTC consider it advisable that instructors making use of the proctored space either schedule students for that space at a time roughly concurrent with the main sitting for the examination or devise an alternate version of the exam.

Student Information

Name: _____ Phone Number: _____

Instructor Information

Name: _____ Office
Phone Number: _____

Office Location: _____ Alternate
Phone Number: _____

Options for Providing Exam for Proctoring – Exams should be delivered at least 1 hour before the test begins.

- I will email the exam to Jill Zwicke (zwicke@lakeforest.edu) on or before the test day.
 I will drop off the exam to Jill Zwicke (Donnelley & Lee Library 131) on or before the test day.

Options for Having the Exam Returned to You

- I will pick up the exam. The exam will be picked up by: _____
 Please send the exam through Campus Mail to Box # _____

Note: LIT & LTC are not responsible for exams lost in Campus Mail.

Course & Exam Information

Course: _____ Regular Meeting Day(s) & Time(s): _____

Date of Exam: _____ Time Class Will Begin Exam: _____

Time for This Student to Begin Exam: _____ Time Class Will Finish Exam: _____

The student is allowed to have the following auxiliary aids available during the exam:

- Text book Other course readings Notes Calculator
 Internet / Software: _____ Other: _____

Is the student allowed to take breaks? yes no If yes, how many? _____

With your student's permission, may students taking other exams be scheduled in the same room and at the same time as your student? yes no

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____