OSSD TEST PROCTORING FORM – Summer ‘14 Sessions

TESTING CENTER **LAWRENCE CENTER ROOM 223**

**Hours of Operation**

Monday:  9:00 a.m to 2:00 p.m.
Wednesday:  9:00 a.m. to 2:00 p.m.

Exams will be administered by appointment only. Remember this form must be filled out and returned to the Proctoring Center before an exam can be proctored.

**STUDENTS: PLEASE BE SURE TO CONFIRM THE TIME & DATE WHEN YOU SCHEDULE YOUR EXAM. UNLESS OTHERWISE ARRANGED, TESTS ARE TO BE SCHEDULED ACCORDING TO HOURS LISTED ABOVE; SPACE FOR ACCOMMODATED TESTING IS LIMITED AND IS AVAILABLE ON A FIRST-RESERVED, FIRST-ASSURED BASIS. ALL TESTS WILL BE PROCTORED AT THE 223 LAWRENCE CENTER SITE.**

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**SECTION 1 – STUDENT COMPLETES**

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

**Proctoring Requirements** *(Based on accommodation letters from OSSD)*

- ___Time and a half
- ___Distraction free environment

This form serves as a contract between the student and the Office of Services for Students with Disabilities. Any deviation from the testing procedures will be considered a violation of the contract and will result in the termination of the test, which will be returned to the professor.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
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**SECTION 2 – PROFESSOR COMPLETES – PLEASE BE SURE THAT THE REQUESTED EXAM DAY/TIME MATCHES THE PROCTORING CENTER HOURS OF OPERATION LISTED ABOVE!**

<table>
<thead>
<tr>
<th>Professor’s Name</th>
<th>Class</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Office No.</th>
</tr>
</thead>
</table>

**Proctored Exam Date:** ________________ **Begin Time:** _______ **End Time (include Extended Time):** ____________

**Test Arrangements** *(to be decided by professor)*

- ___Student will bring test to test location.
- ___Test will be delivered by professor to Lawrence 223 one day before test is scheduled.

**IF NOT OTHERWISE INDICATED COMPLETED EXAMS WILL BE PICKED UP BY THE PROFESSOR IN 223 LAWRENCE.**

- ___Completed test may be returned by student in sealed envelope.
- ___Completed test will be picked up from Lawrence 223 by professor.

**Indicate all allowable materials/information** *(Please be as specific as possible. If nothing is checked, student will not be permitted to use any additional materials).*

<table>
<thead>
<tr>
<th>calculators</th>
<th>notes</th>
<th>thesaurus</th>
<th>maps/charts</th>
<th>textbook</th>
<th>dictionary</th>
<th>other</th>
</tr>
</thead>
</table>

**Special Accommodations**

<table>
<thead>
<tr>
<th>Computer</th>
<th>Tape</th>
<th>Other (for example, enlarged text)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reader</td>
<td>Scribe</td>
<td>Interpreter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professor’s Signature</th>
<th>Date</th>
</tr>
</thead>
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Rev. 6/2/2014
Quick Tips for Completing and Submitting Test Proctoring Form

1. Forms are located in the OSSD Test Proctoring Center in Lawrence Center Room 223 or can be found under the Forms tab on our website http://www.wcupa.edu/ussss/ossd/forms.asp.

2. The student fully completes Section 1 of the form, including signature and date.

3. The professor completes Section 2 of the form. The professor decides the DATE AND TIME that the exam will be administered. When determining the End Time, please be sure to include the students extended time. Please be sure to note the Proctoring Center’s hours. We cannot administer a test when the Center is closed.

4. The professor must also decide how the test will get to the Proctoring Center. The professor can deliver the test to the OSSD in 223 Lawrence or email the test to the Test Proctor at OSSD@wcupa.edu. Alternately, the professor can have the student bring the test to the Proctoring Center.

5. The student must then RETURN the form to the OSSD office in 223 Lawrence Center at least one week before the date that the test will be administered. Please confirm the date and time of your test with OSSD personnel. If 223 Lawrence Center is closed when you drop off your form, please leave it in the mailbox to the left of the interior OSSD door; then you must call the OSSD Office at 610-436-2564 to confirm your test date and time. Please call the Proctoring Center at 610-436-2564 with any questions.

6. Please note that it is the responsibility of the STUDENT to:
   - Pick up the Proctoring Forms from Lawrence Center 223
   - Fill out Section 1 of the form; please remember to SIGN THE FORM!!
   - Have the professor complete Section 2 and verify that the professor has SIGNED THE FORM!!
   - Return the form to Lawrence Center Room 223
   - Confirm the date and time of the exam