ON-CAMPUS PROCTOR SHEET

Required from instructor for every exam submitted for each student

☐ <u>Counseling & Testing Center (CTC)</u>
National College Testing Association Certified

304 Simmons Hall, Zip +4303
Phone: x7084 or x6741
Email: cctesting@uakron.edu

☐ <u>Office of Accessibility (OA)</u>

105 Simmons Hall, Zip +6213
Phone: x7928, TDD: x5674
Email: access@uakron.edu

Student Name:

Instructor Name:

Instructor Office Phone: x
Instructor Cell Phone (optional):
Instructor Email:

Course Name:
Permitted Exam Dates:
Permitted Exam Times:
Amount of Time Allowed:

If flexible on exam date, time, or amount of time, please indicate.

Please indicate if student's extended time accommodation is included: Y   N   N/A
How to contact you if student has questions? Phone   Email   No Questions During Exams

Specify if allowed/prohibited during the exam: *Indicate specifics if needed; some may be granted by accommodations*	Y	N	Additional Instructions:
Calculator			
Books			
Student's notes or formulas			
Scrap paper			
Scantron			
Student's laptop (e.g. e-book, software)			
Breaks			
Other:			

Please select the method by which the test should be returned to you (select 1):	
Instructor or designee pick-up in testing office. Please indicate designee: _____	☐
Student delivers in tamper evident sealed envelope. Please specify location of delivery: _____	☐
Email return (provide if differs from above): _____	☐

Testing Site Use Only:

Secure Bag Number (if applicable): _____   Seat Number: _____

Procedures for On-Campus Testing in the Counseling & Testing Center

1) Testing services does not return uncompleted tests to instructors. Any uncompleted exam that remains in our files after final grades for the semester will be shredded.

2) Students who receive accommodated testing must use the Office of Accessibility's Student Testing and Accommodation Request System (STARS) to request testing appointments at CTC or OA. Instructors and testing staff will receive an email via STARS with the student's test request. If an instructor does not agree with the time/date requested by the student, they should contact the student regarding concern. Testing staff will contact student and instructor if any conflicts arise with requested time.

3) Students taking make-up exams must contact the CTC to schedule an appointment.

4) Fill out the On-Campus Proctor Sheet completely, and submit for each student for every exam. Staff will proctor exactly in accordance with instructor's guidelines. Failure to submit proctor sheet may interfere with timely administration of the exam, or inhibit staff from proctoring according to instructor's expectations. Any changes to proctoring instructions, once submitted, must come from the instructor and will be documented on the proctor sheet.

5) If method of returning exam to instructor is not selected, staff will email the instructor to inform that the exam is in secure storage in the test center waiting for pickup. If the instructor has previously designated email return of exams, testing staff may return via this method if none are selected. OA and CTC no longer return exams via mail, as security and timely delivery of exam cannot be guaranteed.

6) All exam materials are kept in secure storage (limited access room with security system), and chain of custody is documented by testing staff. Exams are administered in accordance with National College Testing Association standards and guidelines. Test rooms are monitored at all times, with video recording.

7) Students are not permitted access to personal belongings, including cell phones, in test rooms or during breaks. Only materials instructors provide or authorize are permitted in the testing room, unless otherwise permitted due to accommodations.

8) Any irregularities during exam proctoring will be reported to the instructor, test center administrator, the Office of Student Conduct and Community Standards, and the Office of Accessibility (if student is registered). CTC is available to consult, but any decisions regarding reporting academic violation are up to the instructor.