# Proctor Request Form

Please fill out the form completely.

The library is open for testing: Monday-Friday, 9 AM – 5 PM

- [ ] Make up test  
- [ ] DSS testing  
- [ ] Waiver

## Part I

**TO BE COMPLETED BY STUDENT:**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
<th>Student ID number (optional):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
<td>Instructor’s name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Part II

**TO BE COMPLETED BY STUDENT AND INSTRUCTOR:**

<table>
<thead>
<tr>
<th>Total Amount of Time Allotted for exam:</th>
<th>Date:</th>
<th>Time:</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Instructor Initial:</th>
<th>Student Initial:</th>
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## Part III

**TO BE COMPLETED BY INSTRUCTOR:**

**GENERAL TEST OPTIONS (Check all that apply):**

- Graphing Calculator
- Scientific Calculator
- Computer
- Spell Checker
- Open Book
- Scratch Paper
- Open Notes
- Note Card/Sheet
- Interpreter/Helper
- Test materials in alternate format
- Extra time (please specify how much):
- Other (please specify)

<table>
<thead>
<tr>
<th>Comments:</th>
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Instructor’s Signature: ________________________________ Date: _______________

Student’s Signature: ________________________________ Date: _______________
Student’s Responsibilities:

2. Meet with your instructor and fill out Part II together and note exam date and time.
3. Have instructor fill out Part III of the form completely.
4. Ask your instructor to sign the form and you sign the form too.
5. Return the form to the library.
6. Show up on time for the exam.
7. Bring all necessary materials to the exam.
8. Once the exam is finished, place the exam in the envelope.
9. Fill out the Proctor/Student Verification Form.
10. Sign across the seal.

Instructor’s Responsibilities:

1. Fill out Part II and III of the Alternate Testing Form completely.
2. Provide an exam and supplementary materials to the library.
3. Receive the completed exam.