

# SCSU Disability Resource Center (DRC)

## Test Proctoring Envelope

Engleman Hall – C-105A

Ph. 203- 392-6828

Dear Professor:

If you or your department is unable to proctor an exam or quiz for a student with a disability who requires accommodations, the DRC can provide assistance. We ask that you complete the section below, and email or drop-off to the DRC with your exam. Once the student takes the exam, a completed copy of this form will be printed and saved with the exam for your records. **In the event of an emergency evacuation or school closing, any exam in progress will stop and will have to be rescheduled.** If you have any suggestions or questions, please do not hesitate to contact us.

Thank you, The Disability Resource Center

### To Be Completed by Student

Student: \_\_\_\_\_ Student DRC Exam Date: \_\_\_\_\_ Time: \_\_\_\_\_

Professor: \_\_\_\_\_ Course Title & Section: \_\_\_\_\_ # of class a week 1 2 3 4

Circle approved accommodations: Extended time 25% 50% 75% 100%

Reader / Screen reader software – Scribe / Speech to text software -- Microsoft Word software

Other: \_\_\_\_\_

### To Be Completed by Professor

Date/ time the class is scheduled to take the exam: \_\_\_\_\_ Time allotted to All students for quiz and exam \_\_\_\_\_

Type of Exam: Multiple Choice \_\_\_\_\_ Short answer \_\_\_\_\_ Essay \_\_\_\_\_

Special Instructions: Open Book \_\_\_\_\_ Notes \_\_\_\_\_ Other \_\_\_\_\_

Method for Returning Exam: \_\_\_\_\_ Professor will pick up \_\_\_\_\_ Student will deliver

Professor Signature: \_\_\_\_\_

### To Be Completed By DRC Staff

1. EXAM RECEIVED BY DRC

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Signature: \_\_\_\_\_

2. EXAM STARTED: \_\_\_\_\_ In DRC \_\_\_\_\_ In Class \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

EXAM COMPLETED: \_\_\_\_\_ Time: \_\_\_\_\_ Signature: \_\_\_\_\_

Proctor notes: \_\_\_\_\_

3. EXAM PICKED UP BY PROFESSOR

Date \_\_\_\_\_ Time \_\_\_\_\_ Signature \_\_\_\_\_

4. EXAM RETURNED BY STUDENT

Date \_\_\_\_\_ Time \_\_\_\_\_ Signature \_\_\_\_\_