



Office of Student Disability Services

500 College Avenue, Parrish Hall Rooms 113 & 123

Email: studentdisabilityservices@swarthmore.edu

Phone: 610-328-7358, 610-690-5538

Fax: 610-690-3350

Exam Proctor Request Form

Note: Submit this form to Student Disability Services (SDS) ONLY if an SDS proctor is needed. **SDS must receive this completed form at least two weeks before the scheduled exam.** SDS requires this time in order to make any necessary arrangements for your exam. **Submit the completed form to SDS at studentdisabilityservices@swarthmore.edu, by fax (610-690-3350) or deliver to SDS offices.** DO NOT send forms thru interoffice mail. Please complete one form per student.

General Information:

Faculty Name: _____

Department: _____

Student Name: _____

Course Name: _____

Test Information:

Exam Date	Exam Start Time for THIS student	Duration of exam for standard administration	Location of exam for standard administration	Faculty member responsible for the exam	Indicate Final Exam Mid-Term Other Test	Please provide a phone number or other means of contacting you during or after the exam.
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					F M O	
					F M O	
					F M O	

Items needed/permitted during exam:

Special instructions for exam:

Exam Procedures:

- SDS must receive the exam and any related materials 24 hours prior to the exam date, or at an agreed upon time.
- Exams may be hand delivered to the office, faxed, or sent via e-mail.
- SDS will arrange a proctor for the exam. Students should arrive at the exam location 10 minutes prior to the start time.
- Students are expected to abide by the Academic Policies as stated in the Swarthmore College Student Handbook.
- The exam and any other materials will be ready for return or pick-up from the SDS at the end of the exam or the following day.

Exam Delivery:

- Exam will be delivered to the SDS office – Parrish 113 or 123.
- Exam will be e-mailed to SDS at studentdisabilityservices@swarthmore.edu
- Exam will be faxed to SDS at 610-690-3350.
- Exam will be delivered to the testing location before the start of the exam.

Exam Return:

- Professor will pick up the exam from the testing room at the end of the exam time.
- Professor will pick up the exam from SDS office at an arranged time.
- SDS will deliver the exam in a sealed envelope to the professor. Please provide location: _____
- SDS will scan and e-mail the exam to the professor. Please provide e-mail: _____

I understand and agree to follow the above procedures.

Faculty Signature

Date

Student Signature

Date

SDS OFFICE USE ONLY:

Applicable Testing Accommodations:

- Extended time of _____%
- Separate testing environment
- Isolated testing environment
- Reader
- Scribe
- Other _____

Test time: _____ minutes	Start time: _____ am pm
Multiplied by _____ %	30 minute warning: _____ am pm
Equals _____ additional minutes = _____	5 minute warning: _____ am pm
Total time: _____ hours _____ minutes	End time: _____ am pm