



**Office of Student Disability Services**  
 500 College Avenue, Parrish Hall Rooms 113 & 123  
 Swarthmore, PA 19081  
 Email: [studentdisabilityservices@swarthmore.edu](mailto:studentdisabilityservices@swarthmore.edu)  
 Phone: 610-328-7358, 610-690-5014  
 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](mailto:studentdisabilityservices@swarthmore.edu) 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 and Section: \_\_\_\_\_

**Test Information:**

Exam Date	Exam start time for <b>THIS</b> student	Duration of exam for standard administration	Location of exam for standard administration	Faculty member responsible for the exam	Indicate if this exam is a Final, Midterm, or other test/quiz	Provide a means of contacting you during the exam

Items needed/permitted during exam:

Special instructions for exam:

**Exam Delivery:**

- Exam will be delivered to the SDS office – Parrish W 119 or 123.
- Exam will be e-mailed to SDS at [studentdisabilityservices@swarthmore.edu](mailto:studentdisabilityservices@swarthmore.edu)
- Exam will be delivered to the testing location before the start of the exam.

**Exam Return:**

- 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: \_\_\_\_\_

**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 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 office at the end of the exam or the following day.

I understand and agree to follow the above procedures.

Faculty Signature

Date

Student Signature

Date