At Faculty’s request, the AccessAbility Center (AAC) is available to administer exams requiring alternative conditions. We can only administer exams at our office NAC 1/218; exam administration includes securing students’ personal items, providing space, frequent check-ins and enforcing time limits; unfortunately, we usually do not have individual exam proctors available. However, please feel free to contact us if you feel that these arrangements may not be appropriate for a particular exam. **Faculty may schedule exams to be taken between 9:00 am and 5:00 pm, Monday through Friday.**

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### Section A: To be completed by student

Student’s Name: ___________________________ Phone: ___________________________
Professor: ___________________________ Dept: ___________________________ Course Number: ___________________________

### Section B: To be completed by Professor

Class Exam Date: ___________________________ Class Start Time: ___________________________ Class End Time: ___________________________
Exam Duration: ________ hours ________minutes (In class duration, please do not calculate extended time)
Requested AAC Exam Date: ___________________________ Requested Start Time: ___________________________
Office Phone: ___________________________ Phone/room where Professor can be reached during the exam ___________________________
Professor’s Email: ___________________________

**Permitted aids:**
- Calculator (Scientific)
- Calculator (Graphing)
- Class Notes
- Study Sheets
- Textbooks
- Computer
- Other ___________________________

**Test Delivery**
- Professor or designee will deliver the exam to AAC, NAC 1/218, on the following date: ___________________________
- Student will deliver exam in a signed and sealed envelope.
- Exam will be emailed to Accessabilityexams@ccny.cuny.edu

**Test Return**
- AccessAbility will return exam to Department: ___________________________ Location: ___________________________, receipt signature required.
- Professor or designee will pick exam up from AAC, designee ___________________________
- AccessAbility will scan and send exam to the provided email address ___________________________

Student’s Signature: ___________________________ Date: ___________________________
Professor’s Signature: ___________________________ Date: ___________________________

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**Office Use Only**

Date received: _______________ Exam Received: _______________ AA Memo Checked: _______________ Proctored by: ___________________________
Begin Time: _______________ End Time: _______________ Exam returned by: ___________________________

Student Accommodations:
- Extended Time (1.5x)
- Double Time (2x)
- Private Testing
- Computer (Word Processing)
- Computer (Assistive Technology)
- Reader
- Calculator
- Other: ___________________________

Form Received by: ___________________________ Date: _______________
GUIDELINES FOR PROCTORED EXAMS

Proctored exams are a service for students and faculty. **Proctored exam is only recommended** when a) the student needs to have a reader, writer, or special equipment; and/or b) the instructor cannot proctor the exam.

**Student Responsibilities:**

1. Obtain a Proctored Exam Request Form from the AAC office (NAC 1/218) and submit 5 days in advance.

2. Complete **Section A** of this form.

3. Schedule to meet with the instructor to discuss exam accommodations and have him/her complete **Section B** of the form.

4. Bring the form to AAC and discuss and confirm arrangements.

**Exam Day**

1. Arrive at AAC office on time. Being late will result in loss of time/arrangements.

2. Be prepared! The proctor cannot answer questions. Breaks are given only when absolutely necessary and are minimal. Exams are timed according to the student’s accommodation memo.

**Problems**

1. A physician’s note is required to verify absence from a proctored exam. The student is expected to call in advance of an absence.

2. Exams which are not taken as scheduled will be returned to the instructor who will determine if rescheduling is appropriate. To reschedule the exam, a new Proctored Exam Request Form must be completed with sufficient notice (5 business days).

**Instructor Responsibilities:**

1. Upon request, arrange to meet with a student to discuss exam accommodations and complete the **Section B** if you cannot provide the accommodations.

2. Arrange exam accommodations in a confidential manner.

3. Deliver exams to be proctored in AAC office in advance of the exam. **Alternate format - 48 hours.**

4. If the exam requires alternate format (i.e. braille, large print), contact AAC (x5913) to discuss timelines for conversion.

5. Call our office if you have any questions.