

EXAM ADMINISTRATION REQUEST FORM

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.**

Section A: To be completed by student

Student's Name: _____ Phone: _____

Professor: _____ Dept : _____ Course: _____

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 SDS Exam Date: _____ Requested Start Time: _____

Office Phone: _____ Phone/room where Professor can be reached during the exam _____

Professor's Email: _____

Permitted aids: Calculator (4 Function) 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 sent via campus mail, call to confirm receipt.
- Exam will be emailed to sds@ccny.cuny.edu

Test Return

- SDS will return exam to Department: _____ Location: _____, receipt signature required.
- Professor or designee will pick exam up from AAC, designee _____
- SDS will mail exam to Faculty, please write address on reverse; AAC is not responsible for exams sent by mail.

Student's Signature: _____ Date: _____

Professor's Signature: _____ Date: _____

Office Use Only:

Date received _____ Exam Received _____ AA Memo Checked _____ Proctored by: _____

Begin time _____ End time _____ Exam returned by: _____

Date _____ Time _____

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.