

Disability Support Services (DSS)

Exam Proctor Form

Please schedule 72 hours in advance of class exam.

Digital versions of this form and additional testing information are available at: www.ewu.edu/dss

Step 1) Student Completes	
Student Name:	
Course/Section:	
Professor Name:	
Time Taken In Class:	Date Taken In Class:
Time Taken with DSS:	Date Taken with DSS:
If exam is being taken at a different time from the class, provide reason:	

Step 2) DSS Staff Completes
<i>**Confirm Student on SharePoint**</i>
Staff Name:
Date Scheduled:

Step 3) Professor Completes
<i>Professors, please send exams to: dss@ewu.edu</i>
Name:
Office Building & Room #:
Time Given in Class for Testing:
Delivery Options: <input type="radio"/> Email <input type="radio"/> DSS Delivery <input type="radio"/> Professor Pick Up
Approved Material: <input type="checkbox"/> Calculator <input type="checkbox"/> Open Book <input type="checkbox"/> Formula/Tables <input type="checkbox"/> Open Notes <input type="checkbox"/> Scratch Paper <input type="checkbox"/> Computer <input type="checkbox"/> Other:

Step 4) DSS Completes	
Station #:	
Start Time:	Staff Initials:
End Time:	Staff Initials:
Scanned By:	
Notes/Returned To:	
Materials Used During Exam:	

Disability Support Services

121 TAW

dss@ewu.edu

509-359-6871



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WASHINGTON UNIVERSITY

start something **big**

****For DSS Office Use Only****

Please complete the following checklist when checking-in students for an exam:

- Ask for student ID
- Ask for professor's last name
- Have student stow all belongings in a locker (e.g. backpack, coats, hats, pencil bags, headphones, food, water) **If needed, double check accommodations on SharePoint**
- Read to student all approved materials and instructions by professor
- Write down on Exam Proctor Form materials used by student during the exam
Only allow materials that are approved by professor
- Inform student of time given to complete exam at DSS. Testing times are as follows:
 - Short Answer/Multiple Choice Exams = Time + 1/2 Time
 - Long Answer/Mathematical Exams = Double Time
 - For Triple Time check accommodations on SharePoint**The DSS office cannot approve any testing time extensions, this must be done by the professor.*
- Provide student with copy of exam
- Write down start time on Exam Proctor Form and start online timer

Staff Initials: _____

Please complete the following checklist when checking students out:

- Write down end time on Exam Proctor Form and stop online timer
- Collect exam from student
- Collect all approved material, especially any scratch paper, notes, or cheat sheets used during exam
- Give student back their ID
- Scan exam (always initial "Scanned By" on the front of this page)
- Deliver Exam (always write "Delivered to Professor" on the notes/returned to section of Exam Proctor Form when it has been delivered)

Staff Initials: _____