



UAH TESTING SERVICES ACCOMMODATED EXAM PROCTORING FORM

Please note: Exams are only administered M-F between 8:30 a.m. and 4:30 p.m. The exam must be accompanied by a completed proctoring form or the exam will not be administered and will not be rescheduled.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Name: _____ Student A #: _____ Phone #: _____
Course: _____ Date of Exam: _____ Exam appt time: _____

THIS SECTION TO BE COMPLETED BY THE INSTRUCTOR

This form must be returned with the exam to WH 225 or testing@uah.edu

Instructor's Name: _____
Email: _____
Department: _____
Phone #: _____

How would you prefer the student's exam be *returned* to you?

- Please **email** scanned version (original will be shredded)
- Please **fax** to: _____ (original will be shredded)
- I will **pick up** exam
- _____ is authorized to **pick up** exam

PROCTORING PROCEDURES

Time allowed for regular exam: _____

Instructions/materials (check all that apply to student testing conditions):

- Notes allowed
- Dictionary allowed
- Scratch paper included
- Open book
- Calculator allowed
- Scratch paper must be returned with test
- Bluebook required
- Scantron sheet required

Special Instructions: _____

THIS SECTION TO BE COMPLETED BY TESTING SERVICES

Exam started: _____ Exam completed: _____ Proctored by: _____

Comments: _____

Picked up by: _____ Date: _____ Time: _____

Electronically sent by: _____ Date: _____ Time: _____