



## Procedure for Setting Up Proctoring for Exams

### STUDENTS

- **Acquire appropriate documentation** from the Disability Support Service of your home campus of your need for special accommodations for test-taking. Requested accommodations can include: extended time, private space for taking test, scribe and/or reader for exam, computer for taking essay exam, calculator.
- **Take a copy of this documentation** to your instructor(s) and **bring a copy** to the Center for Academic Success
- **Fill out the student portion of a *Test Request Form*** (available in the CAS office or on the CAS website under “Forms”). Include the date and time of when you plan to take the exam in CAS. CAS Testing Service hours are by appointment only Monday-Friday 9:00 a.m. – 5:00 p.m. for fall and spring semesters.
- **Have instructor fill out and sign the instructor portion of *Test Request Form*.** Student should return the form to the CAS office.

**FORMS MUST BE RETURNED TO CAS 3 DAYS PRIOR TO THE TEST DAY. A new form must be filled out for each exam!!**

- **Come prepared for the exam.** Be on time and bring any tools you need (pencils, calculators, etc.). Cell phones, i-pods, palm pilots, and other personal items are not allowed in the testing room.

### INSTRUCTORS

- **Fill out the instructor portion of *Test Request Form*.** Include any specific test instructions, such as if calculators can be used, if the test is open/closed book, and time limits (see form for details). Be sure to fill out the form in its entirety and sign the form. The student will not be allowed to take the exam without an instructor’s signature
- **Deliver the exam to CAS.** Hand deliver or e-mail the exam to CAS at least 2 days prior to the exam time. The CAS office is located in SG I Rm. 216C and the CAS e-mail address is sg-cas@umd.edu.
- **Get the exam back.** You may pick up the exam in the CAS office, or CAS will return the exam to your office or mailbox (please include office location on the *Test Request Form*).