

## **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.
- **Email or hand-deliver your filled out form to your instructor**
- **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. The student will not be allowed to take the exam should the form be incomplete.
- **Email or hand-deliver the completed 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!!**

- **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](mailto: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*).

## TEST REQUEST FORM

**CAS will NOT administer any exam without this form filled out in its entirety. We have changed the form so that it can be completed totally online and be electronically submitted to CAS. This form must accompany each exam. The Instructor and student should decide upon a mutually agreeable date and time. The form must be completed and returned to CAS at least 3 days prior to the scheduled time.**

### TO BE FILLED OUT BY STUDENT

Student Name: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Date of Exam at CAS: \_\_\_\_\_ Time of Exam at CAS: \_\_\_\_\_

Requested Accommodations: \_\_\_\_\_ Extended Time \_\_\_\_\_ Private Space

\_\_\_\_\_ Computer \_\_\_\_\_ Reader \_\_\_\_\_ Scribe \_\_\_\_\_ Calculator

\_\_\_\_\_ Other (Please Describe): \_\_\_\_\_

### TO BE FILLED OUT BY INSTRUCTOR

Regular Class Time Allowed for Test: \_\_\_\_\_ 50 min. \_\_\_\_\_ 75 min. \_\_\_\_\_ Other \_\_\_\_\_

Testing Instructions: \_\_\_\_\_

(Please specify: Open/closed book, calculator [scientific/4 function/graphing], scantron sheet, crib sheet, scratch paper, write directly on exam)

Please initial if student is permitted to keep the exam: \_\_\_\_\_

Instructor's Name (please print): \_\_\_\_\_

Instructor's Phone #: \_\_\_\_\_ Instructor's E-mail: \_\_\_\_\_

How will you get the exam to CAS? \_\_\_\_\_ e-mail  
\_\_\_\_\_ drop off \_\_\_\_\_ expected delivery date

How will the exam be returned?

\_\_\_\_\_ The instructor or authorized staff member will pick up the exam from CAS.

\_\_\_\_\_ CAS will return the test to the instructor. Office/Mailbox Location \_\_\_\_\_