Steps for making testing arrangements:

**Scheduled Proctored Exam:**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Office Use Only*

1. Talk to your professor a minimum of 3 academic days before the test is scheduled.
2. Contact the Center for Academic Excellence **within the appropriate amount of time**.
3. If you need a reader/scribe, you must contact us a **minimum of 1 week** before your test.
4. **Complete the test proctoring request form.**
5. Contact your professor to let him or her know when you are taking the test.

|  |  |
| --- | --- |
| **If your test is scheduled on a…** | **Contact us on or before…** |
| MONDAY | The WEDNESDAY before testing day |
| TUESDAY | The THURSDAY before testing day |
| WEDNESDAY | The FRIDAY before testing day |
| THURSDAY | The MONDAY before testing day |
| FRIDAY | The TUESDAY before testing day |

**TEST INFORMATION**

**Course #:** **Professor:**

**What date is your test?**  **What time is the class?**

**NAME:**

**Circle if you will need the following:** **READER SCRIBE COMPUTER USAGE**

On the chart below, put an “X” on the hours you **ARE** available (in addition to when your class is).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **8:00 AM** |  |  |  |  |  |
| **9:00 AM** |  |  |  |  |  |
| **10:00 AM** |  |  |  |  |  |
| **11:00 AM** |  |  |  |  |  |
| **12:00 PM** |  |  |  |  |  |
| **1:00 PM** |  |  |  |  |  |
| **2:00 PM** |  |  |  |  |  |
| **3:00 PM** |  |  |  |  |  |
| **4:00 PM** |  |  |  |  |  |

**If you are late to your scheduled exam, you will only be given the remaining time to complete the exam. It will not be rescheduled unless there are extenuating circumstances.**

On the calendar Emailed student Emailed proctor Emailed professor Received test

**M/W/F** ***50%*** 1 hr 15 mins ***100%*** 1 hr 40 mins

**T/R** ***50%*** 1 hr 55 mins ***100%*** 2 hrs 30 mins

***Office Use Only***