

Asbury University
Academic Accessibility
 ~Test Proctoring Request Form~

Scheduled Proctored Exam:
Date: _____
Time: _____
<i>Office Use Only</i>

Steps for making testing arrangements:

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...

MONDAY
 TUESDAY
 WEDNESDAY
 THURSDAY
 FRIDAY

Contact us on or before...

The WEDNESDAY before testing day
 The THURSDAY before testing day
 The FRIDAY before testing day
 The MONDAY before testing day
 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	<input type="checkbox"/>	Emailed student	<input type="checkbox"/>	Emailed proctor	<input type="checkbox"/>	Emailed professor	<input type="checkbox"/>	Received test	<input type="checkbox"/>
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					