



**Asbury University
Academic Accessibility Resources
~ Test Proctoring Request Form ~**

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

FINAL EXAM INFORMATION

Course #: _____ **Professor:** _____
Class day/time? _____ **What day/time is the FINAL?** _____

Check if needed:

- Reader
- Scribe
- Computer usage Kurzweil Dragon
- 50% extra time (3 hours)
- 100% extra time (4 hours)

NAME: _____

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

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
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"/>
Scanned test <input type="checkbox"/>	Emailed Document to professor <input type="checkbox"/>	Put original in CPO <input type="checkbox"/>		