



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

Scheduled Proctored Exam:

Date: _____

Time: _____

Office Use Only

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: _____ Prof. Email: _____

What date is your test? _____

What time is the class? _____

Name: _____

Student Email: _____

Check if you will need the following:

Extended Time (check): 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

Paper Test Computer (Kurzweil, Dragon) Proctor (Reader, Scribe) Large Print

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
Scanned test Emailed Document to professor Put original in CPO