

**ON CAMPUS PROCTOR SHEET**  
**Counseling, Testing and Career Center**  
**University of Akron**  
**277 E. Buchtel Avenue, 304 Simmons Hall**  
**Akron, Ohio 44325-4303**  
**(330) 972-6741**

**Appointments must be made prior to every exam. Students MUST present a photo ID before testing!!!**  
**Instructions are listed on the other side for the instructor to complete this form.**

**Student/Instructor Information:**

Student's Name: \_\_\_\_\_ Student's Phone: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Instructor's Phone: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ (You MUST sign to validate form)

Course Name: \_\_\_\_\_

**Date and Time of Exam:**

Date Exam is to be taken: \_\_\_\_\_ (if flexible, indicate by writing ANY, otherwise be specific)

Time Exam is to be taken: \_\_\_\_\_ (if flexible, indicate by writing ANY, otherwise be specific)

Amount of time allowed: \_\_\_\_\_

**Authorized Materials:**

**List Any Other Special Instructions Below:**

Please Check Yes or No	Yes	No
Calculator (indicate type)		
Notes		
Books		
Formulas		
Scrap Paper		
Dictionary		
Other:		

Exam Delivery	Y	Exam Return	Y
Student Delivers to Testing Services in a Sealed Envelope		Student Delivers to Instructor in a Sealed Envelope	
Instructor Drops off to Testing Services		Instructor Picks up at Testing Services	
Instructor Mails to Testing Services		Department Designee Picks up at Testing Services	
Instructor Faxes (330-972-5679) to Testing Services			

**Complete only if Testing Services Staff Delivers to Department:**

Name of Person delivering Exam	Printed Name of Person Accepting the Exam
Date and Time of Delivery of Exam	Signed Name of Person Accepting the Exam
Exam Start Time _____ Exam End Time _____ Date Exam Taken _____	

The purpose of this form is to provide you with a means of testing students at the CTCC. Our space is limited so we cannot test more than about five persons at any given time unless we make special arrangements.

### **Procedures for setting up a test for a University of Akron student**

- 1) First, call the CTCC office (330-972-6741) to inform us of your testing needs. If you are flexible with the time the student takes the test, make sure the student knows to call us to schedule an appointment. Please note that not all times may be available due to other CCTC commitments.
- 2) Fill out the CTCC On Campus Proctor Sheet completely. We will follow your instructions exactly.
- 3) Make sure you indicate how and when our office will be receiving and returning the test.
- 4) Mail, deliver, or FAX (972-5679) the CTCC Proctor sheet to us at Simmons Hall 304.
- 5) Once received, the test will be stored in the CTCC Security room. Tests will be administered in a room with a one-way mirror for observation. Following the administration, the test will be returned by the method that you indicated on the front of the CTCC proctor sheet. If the time during which the student is scheduled to take the test lapses and he/she has not taken the test, the test will be returned to you (or shredded if you prefer).

### **Procedures for students who receive accommodations from the Office of Accessibility**

- 1) If accommodations other than extended time and a distraction-reduced environment are needed (such as a reader, scribe or interpreter), the student will have to contact the Office of Accessibility (330-972-7928) as he/she has done in the past.
- 2) If the student receives an accommodation of extended time, indicate the normal amount of time and any additional time due to the accommodation. This would look like this: **Amount of time allowed:** one hour+ 50% due to accommodation= 1.5 hours. CTCC staff can then explain to the student that the regular time is one hour and he/she will receive an additional half hour due to an accommodation.
- 3) If a student arrives for a test and wishes to have testing accommodations (extended time, distraction reduced space, etc) and this is not indicated on the CTCC On Campus Proctor Sheet, he/she will be referred back to you to change his/her CTCC On Campus Proctor Sheet. Nothing on the proctor sheet will be changed without the knowledge and signature of the instructor.