

**JOINT ON CAMPUS PROCTOR SHEET**

For students using either the *Counseling & Testing Center* or the  
*Office of Accessibility* for On Campus exams

**Instructor MUST attach a proctor sheet to EACH test for EACH student**

**Counseling & Testing Center (CTC)**

*National College Testing Association Certified  
Consortium of College Testing Association Site*

**304 Simmons Hall**  
**Zip: +4303**  
**Phone: x6741 or x7084**  
**Fax: x5679**  
**Email: [cctesting@uakron.edu](mailto:cctesting@uakron.edu)**

**Office of Accessibility (OA)**

**105 Simmons Hall**  
**Zip: +6213**  
**Phone: x7928; TDD: x5674**  
**Fax: x5422**  
**Email: [access@uakron.edu](mailto:access@uakron.edu)**

**Student's Name:**

**Instructor's Name:**  
**Course Name:**

**Instructor's Phone:**  
**Instructor's Email:**

**Date and Time of Exam**

**Permitted Exam Dates:** (if flexible, indicate by writing ANY, otherwise be specific)

**Permitted Exam Times:** (if flexible, indicate by writing ANY, otherwise be specific)

**Amount of Time Allowed:**

Please indicate if you included student's extended time accommodation: Yes  No  N/A

<b>Authorized Material</b>	<b>Y</b>	<b>N</b>	<b>Please write any additional instructions here:</b>
Calculator (specify type)			
Books			
Notes			
Formulas			
Scrap Paper			
Scantron			

<b>EXAM DELIVERY TO TEST SITE</b>	<input checked="" type="checkbox"/>	<b>TEST SITE DELIVERY TO INSTRUCTOR (Select 1):</b>	<input checked="" type="checkbox"/>
Student delivers in sealed envelope to testing site		Instructor or department designee picks up exam (please indicate designee): _____	
Instructor delivers to office, emails, campus mails, or faxes exam to testing site		Student delivers in a tamper evident sealed envelope	
		Email return: _____	
		Campus Mail return. Please provide your Zip + 4: _____ <i>CTC and OA cannot guarantee timely delivery by campus mail</i>	
		Fax return: _____	

*Testing Site Use Only:*

Secure Bag Number (if applicable): _____	Seat Number: _____
Exam Start Time and Date _____	
Exam End Time and Date _____	

**TESTING SERVICES DOES NOT RETURN UNUSED TESTS TO DEPARTMENTS  
ALL EXAMS THAT REMAIN IN OUR FILES WILL BE SHREDDED AT THE END OF THE SEMESTER**

**Procedures for On Campus Testing in the Counseling & Testing Center:**

- 1) Students who receive accommodated testing must use the Office of Accessibility's Student Testing and Accommodation Request System (STARS) to request testing. Instructions will be provided in STARS to assist the student in scheduling tests. Instructors and CTC staff will receive an email via STARS with student's test requests. Please note that some time periods may not be available due to other commitments and availability.
- 2) Fill out the *On Campus Proctor Sheet* completely. We will follow your instructions exactly. Understand that failure to complete proctor sheet may interfere with timely administration of your exam or inhibit staff from proctoring according to your guidelines. Nothing on the proctor sheet will be changed without the knowledge of the instructor.
- 3) Make sure that you indicate how our office will return the test to you. If you indicate that you want the student to deliver the exam back to you, the test will be sealed in a tamper evident envelope. Should anyone try to open the seal after leaving our office, it will be evident to you.
- 4) Once received, the test will be stored in our Security room. Tests will be administered in a room with video surveillance for observation and according to National College Testing Association guidelines. Students are not permitted access to personal belongings, including cell phones, during exams and are only permitted to take into testing room any materials indicated by instructor on proctor sheet. Following the administration, the test will be returned by the method that you indicated. Uncompleted tests will be shredded at the end of the semester.