

This form is designed to make it easy to type information into it. After you are done email it to CCTesting@uakron.edu

ON CAMPUS PROCTOR SHEET
Counseling Center – Testing Services
The 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 unless emailed)

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:

Please Check Yes or No	Yes	No
Calculator (indicate type)		
Notes		
Books		
Formulas		
Scrap Paper		
Dictionary		
Must use Scantron form		

Any additional instructions? Y N
Please indicate in the box below

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 (Simmons 304)		Instructor Picks up at Testing Services	
Instructor Mails (zip4 4303) or e-mails (CCTesting@uakron.edu) to Testing Services		Department Designee Picks up at Testing Services	
Instructor Faxes (330-972-5679) to Testing Services		Campus mail return ZIP4=	

Testing Services Does Not Deliver/Return Tests to Departments by Testing Staff Courier

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 Counseling Center – Testing Services. 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 Counseling Center – Testing Services 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 testing commitments.
- 2) Fill out the *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 (zip4 4303), deliver, email (CCTesting@uakron.edu) or FAX (972-5679) the *On Campus Proctor Sheet* to us at Simmons Hall 304.
- 5) Once received, the test will be stored our Security room. Tests will be administered in a room with a one-way mirror for observation and the student may be video recorded. Following the administration, the test will be returned by the method that you indicated on the front of the *On Campus 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 use of equipment), 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. 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. If you put 1.5 hours, no attempt will be made to determine accommodations – we will allow 1.5 hours.
- 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 *On Campus Proctor Sheet*, he/she will be referred back to you to change his/her *On Campus Proctor Sheet*. Nothing on the proctor sheet will be changed without the knowledge and signature of the instructor.