JOINT ON CAMPUS PROCTOR SHEET
For students using either the Testing Services of the Counseling Center or the Office of Accessibility to complete On Campus exams

Instructors MUST attach a proctor sheet to EACH test for EACH student

☐ Counseling Center Testing Services (CCTS)  ☑ Office of Accessibility (OA)
304 Simmons Hall  105 Simmons Hall
Zip: +4303  Zip: +6213
Phone: x6741 or x7084  Phone: x7928; TDD: x5674
Fax: x5679  Email: access@uakron.edu
Email: cctesting@uakron.edu

Student’s Name:
Instructor’s Name:  Instructor’s Phone:
Instructor’s Email:

Course Name:

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 ☐

Please write any additional Instructions Here

Authorized Material  Y  N
Calculator (specify type)
Books  x
Notes  x
Formulas
Scrap Paper
Scantron is needed

EXAM DELIVERY  ✔
Student delivers in sealed envelope
Instructor or department designee picks up exam
Instructor drops off, Emails, campus mails or Faxes exams

EXAM RETURN  ✔
Student Delivers in a Tamper Evident Sealed Envelope
Campus Mail Return. Please provide your Zip +4 = CCTS and OA cannot guarantee timely return of tests by campus mail
Email Return
Fax return (please provide fax number):

Exam Start Time____________________  Exam End Time____________________  Date Exam Taken____________________
THE OFFICE OF ACCESSIBILITY 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 Office of Accessibility:

1) Students who receive testing accommodations 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. Please note that some time periods may not be available due to other commitments.

2) If a student wishes to change their testing date or time, our office requires the student to contact their professor and receive approval. Once they have approval they must go into STARS and modify their test request to reflect the change.

3) Fill out the On Campus Proctor Sheet completely. We will follow your instructions exactly.

4) If the student receives an accommodation of extended time, indicate the normal amount of time and any additional time due to the accommodation.

5) 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 envelope will be sealed with tamper evident tape. Should anyone try to open the seal after leaving our office, it will be evident to you.

6) Once received, the test will be stored in a locked file. Tests will be administered in a room with video surveillance for observation. Following the administration, the test will be returned by the method that you indicated. If the time during which the student is scheduled to take the test lapses and the student has not taken the test, the test will be shredded at the end of the semester.