

Updated 5/21/2021

Counseling & Testing Center Proctor Sheet
304 Simmons Hall, Zip+4303, cctesting@uakron.edu, 330-972-7084

*Required from instructor for any **non-accommodated** exam*

Student:

Course:

Instructor:

Office Phone:

Cell Phone (optional):

Email:

Exam Dates:

Exam Times:

Amount of Time Allowed for Exam:

(if flexible on date, time, or amount of time, please indicate)

How to contact you if student has questions? Phone Email No Questions Permitted

Specify if allowed/prohibited during the exam:	Y	N	Additional Instructions (<i>Indicate specifics if needed</i>):
Calculator	☐	☐	
Books	☐	☐	
Student's notes or formulas	☐	☐	
Scrap paper	☐	☐	
Scantron	☐	☐	
Student's laptop (e.g. e-book, software)	☐	☐	
Breaks	☐	☐	
Other:	☐	☐	

Please select the method by which the test should be returned to you (select 1):	
Email return (provide if differs from above): _____	
Student delivers in tamper evident sealed envelope. Please specify location of delivery: _____	
Instructor or designee pick-up in testing office. Please indicate designee: _____	

Testing Site Use Only:

Secure Bag Number (if applicable): _____	Seat Number: _____
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Procedures for On-Campus Testing in the Counseling & Testing Center

- 1) Testing services does not return uncompleted tests to instructors. Any uncompleted exam that remains in our files after final grades for the semester will be shredded.
- 2) Students who receive accommodated testing must use the Office of Accessibility's Student Testing and Accommodation Request System (STARS) to request testing appointments at CTC or OA. Instructors and testing staff will receive an email via STARS with the student's test request, and should complete the Testing Agreement through STARS (no proctor sheet required). If an instructor does not agree with the time/date requested by the student, they should contact the student regarding concern. Testing staff will contact student and instructor if any conflicts arise with requested time.
- 3) Students taking make-up exams must contact the CTC to schedule an appointment.
- 4) Fill out the On-Campus Proctor Sheet completely, and submit for each student for every exam. Staff will proctor exactly in accordance with instructor's guidelines. Failure to submit proctor sheet may interfere with timely administration of the exam, or inhibit staff from proctoring according to instructor's expectations. Any changes to proctoring instructions, once submitted, must come from the instructor and will be documented on the proctor sheet.
- 5) If method of returning exam to instructor is not selected, staff will email the instructor to inform that the exam is in secure storage in the test center waiting for pickup. If the instructor has previously designated email return of exams, testing staff may return via this method if none are selected.
- 6) All exam materials are kept in secure storage (limited access room with security system), and chain of custody is documented by testing staff. Test rooms are monitored at all times, with video recording. CTC is a National College Testing Association Certified center and adheres to NCTA standards and guidelines in test administration.
- 7) Students are not permitted access to personal belongings, including cell phones, in test rooms or during breaks. Only materials instructors provide or authorize are permitted in the testing room, unless otherwise permitted due to accommodations.
- 8) Any irregularities during exam proctoring will be reported to the instructor, test center administrator, the Office of Student Conduct and Community Standards. CTC is available to consult, but any decisions regarding reporting academic violation are up to the instructor.