



## Faculty Proctor Request Form – Accommodated Exams

This form must accompany EACH test or group of tests. Email: [TestingServices@mga.edu](mailto:TestingServices@mga.edu)

<b>INSTRUCTOR:</b>	<b>INSTRUCTOR CONTACT # FOR QUESTIONS:</b>	<b>TODAY'S DATE:</b>
<b>COURS-#:</b>	<b>EXAM TITLE:</b>	<b>CAMPUS:</b>
<b>ONLINE EXAMS ONLY - WEBSITE:</b>		<b>PASSWORD:</b>
<b>STUDENT NAME &amp; MGA ID NUMBER</b>	Did you receive notice of testing accommodations from Accessibility Services for this student?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

**EXAM DATE/TIME:** \_\_\_\_\_ **DEADLINE (optional):** \_\_\_\_\_

**IN-CLASS TESTING TIME LIMIT:** \_\_\_\_\_ Testing Staff will make time adjustments as required for accommodations.

**MARK ANSWERS:**       Directly on Exam     Online     Scantron     Plain/Lined Paper     Bluebook

### MATERIALS ALLOWED FOR STUDENT USE DURING EXAM:

<input type="checkbox"/> <b>Calculator</b>	Specify type: <input type="checkbox"/> Basic <input type="checkbox"/> Scientific <input type="checkbox"/> Graphing <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>Notes</b>	Collect & return notes to instructor after exam? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> <b>Open Book</b>	Specify book: _____
<input type="checkbox"/> <b>Graph / Table</b>	Specify type: _____
<input type="checkbox"/> <b>Scratch / Graph Paper</b>	Return Scratch Paper to instructor after exam? <input type="checkbox"/> YES <input type="checkbox"/> NO (shred)
<input type="checkbox"/> <b>Other</b>	Specify: _____

### EXAM RETURN – Choose more than one if necessary:

**HOLD** for Pickup     **EMAIL:** \_\_\_\_\_     **MAIL (office #):** \_\_\_\_\_

#### Testing Center Use Only

Date Taken: \_\_\_\_\_

Time Started: \_\_\_\_\_

Time Finished: \_\_\_\_\_

Test Returned to Instructor: \_\_\_\_\_