### EXAM PROCTORING INSTRUCTIONS

#### TO BE COMPLETED BY STUDENT

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Phone/Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
<td>Class Day:</td>
</tr>
<tr>
<td>Date(s) you are taking exam:</td>
<td>Time you plan to take the exam:</td>
</tr>
</tbody>
</table>

#### TO BE COMPLETED BY INSTRUCTOR

<table>
<thead>
<tr>
<th>Instructor Name:</th>
<th>Instructor Phone/Email:</th>
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</thead>
</table>

**TEST DELIVERY TO DISABILITIES SERVICES:**
- ○ In Person
- ○ By Fax to 610-499-1192
- ○ By Email to disabilities@mail.widener.edu

**PLEASE NOTE:** No color printing is available.

**STANDARD TEST PROCEDURES (circle all that apply):**

- Time allotted for standard administration _______________
  - Open Book Y N
  - Notes Y N
  - Calculator Y N
  - Power point slides Y N
  - Index Cards Y N
  - Computer Needed Y N
  - Other Y N _______________

**SPECIAL INSTRUCTIONS:**

**NOTE:** All exams will be administered at the corresponding class day and time unless specified above

**TEST RETURN TO INSTRUCTOR:**
- ○ Instructor will pick up at Pineapple House (522 E. 14th Street) - (9:00 a.m. – 5:00 p.m.)
- ○ Disabilities Services will scan and email the exam back to professor
- ○ Other: _______________________________________________________________________

*The University Code of conduct will be upheld for all examinations proctored under Disabilities Services supervision. I understand the responsibility for scheduling and delivering exams to Disabilities Services is solely between student and faculty.*

<table>
<thead>
<tr>
<th>Instructor Signature:</th>
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<td>Date:</td>
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Request must be submitted to Disabilities Services at least one week prior to the exam date.

Disabilities Services is available to proctor exams Monday – Friday, 8:30 a.m. to 5:00 p.m.
Summer Hours: Monday – Thursday 8:00 a.m. to 5:20 p.m.
Instructions for Proctoring

STUDENT: ____________________________________________________________________________

CLASS: __________________________ PROFESSOR: _________________________________________

START TIME: ___________________ END TIME: _____________________________________

TEST ACCOMMODATION/S: ____________________________________________________________

____________________________________________________________________________________

ROOM ASSIGNMENT: ____________________________

SPECIAL INSTRUCTIONS: ________________________________________________________________

NOTES/CONCERNS:

✓ Have the student leave their books/notes*, cell phones, and personal belongings with you.
✓ Make sure water bottles do not have writing on them.
✓ Monitor student while they are taking the exam.
✓ Be aware of bathroom breaks during the exam. Question student if they take frequent breaks.
✓ If student is using the computer, check history and recycle bin after they’ve finished.

Test Proctoring Agreement

I, ________________________________, understand that by taking my exam here at the Disabilities
Services office I agree to uphold the academic integrity standards of Widener University which are outlined in the
Student Code of Conduct. I understand that throughout the exam I will be monitored via camera. I agree to only
take those materials that have been expressly identified and authorized by my professor into the exam room with
me. I agree to refrain from using unauthorized materials such as books, notes, cell phones, or other electronic
devices or accessing the Internet during the exam time. If I am found to be violating this agreement during the
exam time my test will be confiscated and I will not be allowed to continue.

______________________________          ______________________
Student Signature                     Date

______________________________          ______________________
Witness                             Date