

Disabled Students Programs & Services DSPS – Instructor Proctoring Instructions

Student's Name			Amount of time the	Amount of time the class	
Campus:	<u>.</u>		<mark>given:</mark>		
TEST DATE:	TEST TIME: _				
nstructor:					
Contact Phone #:					
Course Title/Section #:					
Title of Test Requested:					
Please review and select addi	tional instructio	ns (notes	open book, calculator, etc.):		
Open Book	<u>tional motiactio</u>		Computer		
Open Notes			Calculator		
Note Card - Size:			Scantron		
Scratch paper			Bluebook / Greenbook		
 Online Test			Dictionary/Thesaurus		
Password:			Scan and Email Completed Exam		
Other:					
Other:					
	t make arrangemei	nts to take th	he exam, please return by//_		
If the student does no	t make arrangemei	nts to take th	he exam, please return by//		
If the student does no					
If the student does no Please Note: DSPS will place your stud			he exam, please return by//		
If the student does not the student does not the student does not the student does not the day (5:00pm)	ents completed o	exam in you	ur intercampus mailbox by the end	d	
If the student does not be student	ents completed of the intercampus ma	exam in yoo ailbox, you		d exam	
If the student does not be student	ents completed of the intercampus ma	exam in yoo ailbox, you	ur intercampus mailbox by the endare able to pick up the completed	d exam	
If the student does not be student	ents completed of the intercampus ma	exam in you ailbox, you urs 8:00am	ur intercampus mailbox by the end are able to pick up the completed 1-5:00pm and Friday 8:00am-12:00p	d exam	
If the student does not be student	n intercampus ma anytime Mon-Thu	exam in you ailbox, you urs 8:00am	ur intercampus mailbox by the end are able to pick up the completed 1-5:00pm and Friday 8:00am-12:00p	d exam	
If the student does not Please Note: DSPS will place your stud of the day (5:00pm) If you don't have a in the DSPS office	n intercampus ma anytime Mon-Thu	exam in you ailbox, you urs 8:00am	ur intercampus mailbox by the end are able to pick up the completed -5:00pm and Friday 8:00am-12:00p	d exam	