

## Faculty Proctor Request Form – Accommodated Exams

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

INSTRUCTOR:	INSTRUCTOR CONTACT # FOR QUESTIONS:	TODAY'S DATE:
COURS#:	EXAM TITLE:	CAMPUS:
ONLINE EXAM ONLY WEBSITE:		PASSWORD:
STUDENT NAME & MGA ID NUMBER	Did you receive notice of testing accommodations from Accessibility Services for this student?	
	YES	NO
	YES	NO
	YES	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:

Calculator	Specify type:	Basic	Scientific	Graphing	Other _____
Notes	Collect & return notes to instructor after exam?			YES	NO
Open Book	Specify book:				
Graph/ Table	Specify type:				
Scratch/ Graph Paper	Return Scratch Paper to instructor after exam?			YES	NO (shred)
Other	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: \_\_\_\_\_