

Testing Proctor Form

(ONLY for students with disabilities receiving testing accommodations)

Student Accessibility Services (SAS)

Rm. 208, Corbett Center * New Mexico State University * MSC 4149, P. O.Box 30001 * Las Cruces, New Mexico 88003-8001
 (575) 646-6840 Fax: (575) 646-5222 * E-mail for sending tests: ssd-testing@nmsu.edu

Student Section: To be completed ONLY by student if tests will be taken in SAS Office

Student's Name _____ Aggie ID: _____

NMSU Email: _____

Course Name/Number _____ Time Class Meets: _____ Days Class Meets: _____

My signature below indicates that I have read and agree to the procedures contained on this form. I will **ONLY** fill out the Student portion of this form and will adhere to the NMSU academic honesty policy.

Signature _____

To be completed ONLY by Professor (all sections below must be completed)

Instructor's Name _____ Instructor's Phone: _____

Instructor's E-Mail: _____ Instructor's Building _____ Room: _____

Department: Building _____ Room: _____

Scheduling Instructions: NOTE: Testing Hours must be between 8:00 am - 5:00 pm, Monday - Friday

- Student **MUST** take exam the same date/time as class.
- Student **MUST** take quizzes at the same date/time as class.
- Student may schedule for another time/date. Must be scheduled with SAS as soon as possible after original test date.
- Student may schedule another time, **MUST** be same date.
- Student **MUST** schedule time with SAS.

Exam Delivery to SAS Office:

- Email to ssd-testing@nmsu.edu
- Fax to 575-646-5222
- Instructor/Dept. Designee
- Student

Exam Return:

- Your Department
- I will pick up

Exams/Quizzes		
Date	Start Time	Specify E/Q/F (Exam/Quiz/Final)

PLEASE indicate below Time Given to Other Students (DO NOT INCLUDE extended time (Please note Final Time is 2 hours))

Exams: _____

Quizzes: _____

Materials Allowed	Yes	No
Scrap Paper		
Calculator		
Notes		
Written Formulas		
Textbook (Open Book)		
Scantron		
Tape Recorder		
Student May Keep Exam		
Word Processor		

By signing below, I give my permission for this student to be proctored at the SAS Office for only those examinations that appear on this form and at times and dates so stated. I understand that the SAS office recommends that a copy of my exam should be delivered to the SAS within two (2) days prior to the scheduled exam time but **NO LATER THAN** three hours prior to the scheduled exam/quiz time. I acknowledge that the information on this sheet has been approved by me, and I am aware of the testing guidelines that are enforced by SAS.

Date: _____

Instructor Signature: _____

Testing Proctor Form Procedures

(necessary ONLY if you will be testing in the Student Accessibility Services Office)

Student Guidelines

1. While students are testing in the Student Accessibility Services Office, they do not have access to instructors. If you anticipate needing to speak to your instructor during an exam, make advance arrangements for this contact. SAS Staff will not explain, clarify or express opinions concerning materials in the exam.
2. Fill out **ONLY** the student section of the Testing Proctor Form and take to your instructor.
3. Meet with your instructors as soon as possible, but at least two weeks prior to your first examination. Discuss your testing accommodations and have them fill out and sign the Instructor Section of the Testing Proctor Form.
4. Return the form to the Student Accessibility Services Office, and make sure you get a copy of the Testing Proctor Form.
5. If your instructor indicates that you can schedule another day or time, you **MUST** schedule by calling our office and informing us what day and time you will test at least 24 hours in advance.
- 6. MAKING CHANGES TO YOUR EXAM SCHEDULE:**
If for any reason you are unable to test at the scheduled time, permission from the instructor must be obtained to reschedule the exam. Student Accessibility Services **MUST** be notified in writing by the Instructor if there is any change in the test date or time. SAS CANNOT reschedule.)
7. All personal belongings (backpacks, cell phones, and/or any unauthorized academic aid not on the Testing Proctor Form) must be placed in a locker.
8. Come prepared by bringing all supplies allowed by your instructor (scantron, blue books, calculators, etc.)
- 9. Students may take and complete exams Monday through Friday, between 8:00 AM and 5:00 PM.**
10. Students must adhere to NMSU's Student Handbook. Examination time will be discontinued if the student engages in inappropriate behavior or is found to be cheating and/or using any unauthorized material, and Instructors will be notified.
11. **ARRIVE** on time for your scheduled exam/quiz. Late arrival may result in time deducted from the exam.

Instructor Guidelines

1. Meet with the student to make clear arrangements.
2. Complete the entire Instructor Section of the Testing Proctor Form and keep a copy. This form is valid for the entire semester. Students cannot schedule tests in our office without a signed form. If a date/time is changed for any reason, please email ssd-testing@nmsu.edu .
3. If you select that the student may schedule at a different time or date, the student must schedule with our office at least 24 hours in advance.
4. NOTE: Our hours are **Monday through Friday, between 8:00 AM and 5:00 PM. Students must complete the test before 5:00 pm.**
5. If you allow a student to reschedule, you must provide written approval to our office (preferably by emailing ssd-testing@nmsu.edu). The approval needs to include the date and time.
6. A courtesy reminder email will be sent to you one day prior to the test date.
7. The exam must be delivered to Student Accessibility Services (faxed to (575) 646-5222, emailed to ssd-testing@nmsu.edu or hand-delivered to Rm. 208, Corbett Center) at least three hours prior to the student's scheduled start time. Due to the difficulty in scheduling arrangements as well as the minimizing of student tension, it is essential that all exams start on time.
8. If an exam needs to be converted to an alternate format (Braille, large print, etc.), it should be delivered no later than three days prior to the scheduled time.)
9. Completed exams will be returned as soon as possible but no later than 48 hours after test completion. If you selected delivery to your office, please indicate the time you will be available to receive the test on the Testing Proctor Form.

Security for Tests

1. Student Accessibility Services considers test security a high priority. Our testing facility has limited hours and space, which may necessitate exams being administered at a time other than the class time.
2. Students taking exams at our office are monitored by camera, and incidents of dishonesty are reported to the instructor.