

ADA PROCTORING REQUEST FORM

Please fill out the below form completely and submit it to libraryproctoring@usa.edu (with the campus name in the subject line of the email) at least 2 calendar days before a scheduled exam if the exam is being held during regular library staff hours. If the scheduled exam is outside regular library staff hours you must notify the library 7 calendar days prior to the exam. You may choose to submit all exams for a term on one form, but you must include the dates, times, and additional information for each exam.

Campus:	
Course Name:	
Instructor Name(s):	

Date(s) of exam(s)	Exam start time	*# of minutes for the test (including accommodation allowance)	Is this an online test?	**Will an instructor come into the testing room to answer student questions?	Is scratch paper allowed?	Is a calculator allowed?	Is this an open book exam?	Are student notes allowed?
			Y N	Y N	Y N	Y N	Y N	Y N
			Y N	Y N	Y N	Y N	Y N	Y N
			Y N	Y N	Y N	Y N	Y N	Y N
			Y N	Y N	Y N	Y N	Y N	Y N
			Y N	Y N	Y N	Y N	Y N	Y N

*Unless accommodations dictate otherwise, a student is allowed to take one bathroom break if their exam (including accommodation allowance) is longer than 180 minutes (3 hours). In this scenario the instructor will create two sections of the exam. A student may use the bathroom after they complete and turn in the first section. They will then retrieve and complete the second section. A student may elect to receive both sections of the exam simultaneously, but in doing so they forfeit their bathroom break.

**All students must be treated equally. If you give a verbal explanation to students in the regular classroom you must also give a verbal explanation to students in the testing room. If you allow student questions in the regular classroom you must also provide an opportunity for students in the testing room to ask questions.

List the student <u>names</u> that are scheduled to take the exam in the testing room:	What are the student's approved accommodations?

Other directions or information: