Disability Services can proctor exams for students who are eligible for exam accommodations under the American Disabilities Act (ADA, 1990). A student is entitled to take the same exam as other students in the course, even when requesting exam accommodations.

- The student is responsible for working with their professor to have the Exam Proctoring Form completed.
- It is recommended that all exams needing to be proctored for the semester are listed on one form.
- This form is due to Disability Services at least 2 business days before the exam is to be proctored.
- Proctoring hours are Monday – Friday, 8:00am – 4:30pm.

The instructions below will be used for all exams listed; a separate form must be submitted if the instructions vary by exam.

1. Date(s) and time(s) requested for proctored exam(s):
   ___________________________ ___________________________
   ___________________________ ___________________________
   ___________________________ ___________________________

2. Length of time allotted *for the class* to complete the exam(s):
   ___________________________
   (*If applicable, Disability Services will adjust the time appropriately for the student’s approved accommodation.)

3. If the student is not finished at the end of their allotted time, is s/he allowed additional time?
   _____Yes (if yes, how long? : _____________________________) _____ No

4. If the student arrives to the exam late, and proctoring staff is available, the student is still allowed to have his/her entire time period:
   _____Yes    _____ No (the student must forfeit the time missed)

5. Manner in which Disability Services will receive exam(s):
   _____ Dropped off to Holmes 110 by professor   _____ Campus mail
   _____ Student will bring   _____ Emailed to advising@iwu.edu

6. Manner in which Disability Services should return exam(s):
   _____ Picked up in Holmes 110 by professor   _____ Scanned/emailed to professor
   _____ Campus mail (include office location) ___________________________

7. Please check any item(s) the student can use in the exam(s) besides a writing utensil:
   _____ Extra paper   _____ Blue book(s)   _____ Notes   _____ Books
   _____ Calculator   _____ Other: ___________________________

8. Professor’s Printed Name: ___________________________ Office Location: __________________
   Email: ___________________________ Phone Number: __________________
   Professor’s Signature: ___________________________ Date: __________________