

## EXAM ADMINISTRATION FORM

Satellite Testing Center ([testproctor@jcu.edu](mailto:testproctor@jcu.edu))  SAS- Specialized Software ([sas@jcu.edu](mailto:sas@jcu.edu))

**All Exams Must Be Emailed**

**Please note: SAS ONLY proctors exams for students using Specialized Software (i.e. text to speech, speech to text). The Satellite Testing Center is open M-F during limited times (see SAS website for details) for students using other testing accommodations ONLY if the instructor has attempted, but could not reasonably provide the accommodations.**

**The exam must be accompanied by a completed administration form or the exam will not be administered and will not be rescheduled.**

### *To be completed by Student:*

Student Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Course Number (ex: EN 125-51): \_\_\_\_\_ Email: \_\_\_\_\_

### *To be completed by Instructor:*

Instructor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Exam: \_\_\_\_\_ Time of Exam: \_\_\_\_\_

**Consent to change exam time/day:** Signature \_\_\_\_\_

• Original Exam Date: \_\_\_\_\_ Original Exam Time: \_\_\_\_\_

• New Exam Date: \_\_\_\_\_ New Exam Time: \_\_\_\_\_

Length of the regular class: \_\_\_\_\_ Extended Time Accommodations:  1.5x  2x

Additional Exam Accommodations (check all that apply):

- Specialized Software  Use of a computer  
 Scrap/scratch paper  Use of a basic calculator  
 Other Additional Accommodation/s: \_\_\_\_\_

General (allowed for all students) Exam Information (check all that apply):

- Notes allowed  No notes allowed  
 Open book  Closed book  
 Calculator allowed  No calculator  
 Scratch paper allowed  Scratch paper must be returned with test  
 Scantron (must be provided by instructor)  Bluebook (must be provided by instructor)

Special Instructions: \_\_\_\_\_

**Please note: All exams will be scanned & emailed**

**(Arrangements can be made with Test Proctor or SAS for Instructor to pick-up Exams with Scantrons)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *For Test Proctor or SAS Only:*

Date test was proctored: \_\_\_\_\_ Test Proctor/ SAS: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_