

PROCTOR REQUEST FORM



Students who are registered with Pitzer Academic Support Services (PASS) must complete and return this form FIVE DAYS before the exam date.

(To be completed by student registered with PASS)

STUDENT'S NAME: _____

ID #: _____ EMAIL: _____

CLASS (ex. PSYC010): _____ REQUESTED TEST DATE: _____ TIME: _____

STUDENT SIGNATURE: _____ DATE: _____

APPROVED ACCOMMODATIONS (Check all that apply):

(To be completed by student registered with PASS)

INDIVIDUAL ROOM READER EXTENDED TIME (1.5x) or (2x)

SCRIBE COMPUTER OTHER: _____

****STUDENTS SHOULD REVIEW TESTING RULES BEHIND THIS FORM****

TEST INFORMATION:

(To be completed by Class Professor or Authorized Staff ONLY)

TESTING DATE (same day as class):

TEST 1 _____ TEST 2 _____ TEST 3 _____ TEST 4 _____

TEST TIME LENGTH (for class): _____ AGREED START TIME FOR TEST: _____

ALLOWANCES (Check all that apply):

Calculator Internet Access Open Book

Open Notes Time may be changed by Student Other (scratch paper, note cards etc.)

Additional instructions for exam: _____

****PLEASE EMAIL EXAMS TWO DAYS BEFORE EXAM DATE TO: @academicsupport@pitzer.edu****

****OFFICE LOCATION FOR COMPLETED EXAM TO BE DELIVERED: _____****

PROFESSOR CONTACT INFORMATION:

PROFESSOR NAME: _____ PHONE#: _____

SIGNATURE: _____

EMAIL: _____

Pitzer College Testing Center Policies and Procedures

Test proctoring must be scheduled **5 business days** prior to the exam. Request forms are available on the Student Disability Resource Center's website. Please note that there is a section on the form that must be completed by the professor before turning in your request to Rudolph Ganaden or to the SDRC.

Testing Center hours are 8:00am-5:00pm. If you need to take a test outside of those hours, please contact the Student Disability Resource Center to schedule proctoring: sdrc@cuc.claremont.edu.

Please confirm with the test proctor the amount of time allowed for testing. A typical accommodation is the regular allotted time multiplied by 1.5. For example, a 50 minute exam would translate to 75 minutes for a student with this accommodation.

Be prepared to show your student ID before receiving your exam.

After testing has begun, questions regarding your exam should be directed to the test proctor, who will attempt to contact the professor.

Cell phones are not permitted in testing rooms. Please turn off cell phones before leaving them in the designated cubby.

Calculators or other devices may be used only with approval by the professor or as required by individual accommodation.

All belongings brought into the testing center must be left in the storage cubbies. Pitzer College is not responsible for items left in the cubbies.

Proctors may ask students to remove hats/hoodies/outerwear that are not part of religious attire.

No food or drink, other than water, is allowed without prior approval.

Bathroom breaks are not allowed for testing that is shorter than 50 minutes unless indicated in an accommodation.

White noise machines are available for each testing room.

Calculators are not provided by the testing center.