

## Faculty Instructions for Exam Proctor Requests

The Governors State University Testing Center is an available space for Blackboard or Paper-based proctored exams for GSU students in need of a make-up examination date. When requesting a proctored exam through the Testing Center, please follow these instructions:

1. The professor must complete the Exam Proctor Request form. Be sure to note the length of time permitted for the exam to be completed within (as would be offered to the whole class- not with any added accommodations), the date range the exam should be made available for the student to come in to test, and any additional instructions for the exam such as permitted/not-permitted materials, etc.
2. Submit the Exam Proctor Request form and paper exam (or Blackboard password) to the Testing Center via email at [testingcenter@GOVST.EDU](mailto:testingcenter@GOVST.EDU) or via inter-office mailing to GMT 110.
3. Notify the student that an exam is waiting for them in the Testing Center, and that they must call the Testing Center to make an appointment to take the exam. **Exams are available through appointment only.** Walk-in's cannot be guaranteed Testing Center availability due to seating limitations.
4. Once the student makes an appointment and completes their exam, exam materials will be returned via GSU email to the professor, unless otherwise instructed on the Exam Proctor Request form.

For additional information or questions, please contact the Testing Center at 708.235.7555 or [testingcenter@GOVST.EDU](mailto:testingcenter@GOVST.EDU).

## Student & Course Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_ Year/Term Enrolled: \_\_\_\_\_

Professor's Name: \_\_\_\_\_ Name of exam: \_\_\_\_\_

Date range for exam. From: \_\_\_\_\_ To: \_\_\_\_\_

Standard exam time allowed (not including extended time for accommodations): \_\_\_\_\_

Additional Instructions:

## Accommodations

Added Time Accommodations Approved: Yes    No                      Other Accommodations Approved: Yes    No

Please note: All Accommodations will be confirmed by the Disability Services Office. Added time accommodations, etc. will be calculated by the Disability Services Office, and are not to be added to the total exam duration on this form by course professors.

**Exam Return: All exams will be scanned and returned via email unless otherwise requested by faculty.**

### For Test Center use only

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ IDType / #: \_\_\_\_\_ Checked by: \_\_\_\_\_

Test Center Staff Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proctor's Name: \_\_\_\_\_ Proctor's Signature: \_\_\_\_\_

Method of Return: \_\_\_\_\_ Returned by: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Remarks: \_\_\_\_\_