

Faculty Instructions for Exam Proctor Requests

The Governors State University Testing Center 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, 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 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.

Student & Course Information

Student Name: _____ Student ID: _____ Date: _____

Course Name & Number: _____ Year/Term Enrolled: _____

Professor's Name: _____ Name / Number of Test: _____

Duration of Test: _____ Date Range for Test: _____

Additional Instructions: _____

Accommodations

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

For Test Center use only

Start Time: _____ End Time: _____ ID Type / #: _____ Checked by: _____

Test Center Staff Comments: _____

Proctor's Name: _____ Proctor's Signature: _____

Method of Return: _____ Returned by: _____

Date Returned: _____ Remarks: _____