

## Proctored Exam Request Form (completed by professor)

Please send completed form via e-mail to: [testing@hbu.edu](mailto:testing@hbu.edu)

**Due to limited seating, the request should be submitted 1 week prior to exam date**

Today's Date:

Course prefix, number, section	Term
Professor's name	Professor's HBU email
Emergency phone numbers in case we need to contact you regarding problems during exam (required)	

Paper exams, copied single-sided, must be provided no later than 24 hours in advance of the scheduled exam date.

Name of student	Enter requested dates & time for exam	Time allowed for exam	Computer or paper exam
1.			
2.			
3.			

List all tools, aids, notes, etc., allowed for use by student during the exam and any special instructions for the student: (Please be specific about the use of any aids)

Other notes concerning your exam:

List any 504 Accommodations that student has that pertains to the exam (e.g. extended time, reduced distraction room, etc.)

### Instructions for Return of Test

<input type="checkbox"/> Professor will pick up from Testing Services	<input type="checkbox"/> Testing Services will return by campus mail
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Signature of professor: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Date Student Tested:	Name of Proctor:
Date Test Mailed:	Mailed by: (print & signature)
Date Picked up:	Picked up by: (print & signature)