

Dear Faculty and Staff,

The Office of Student Disabilities (SDS) is pleased to announce some new procedures for students with disabilities taking exams at the SDS testing center. For a complete description of our policies, please go to: <http://www.ccsu.edu/sds/examPolicy.html>.

When you have students who need an exam at the testing center:

1. Students start the process by contacting SDS personally.
2. Students must fill out a *Test Request Form* at least 3-7 business days prior to the exam.
3. This initiates an e-mail to the faculty member. Faculty fill out information about the exam and send that information plus the exam to SDS. This can be done by fax, campus mail, in person, or through e-mail.
4. Faculty indicate how they would like the exam returned to them.
5. All students are proctored during the exam.

Every now and again, faculty might like to have access to the *Test Request Form for Faculty* ahead of time to send over the exams for students before the student sets up an appointment to take the exam. Therefore, we have provided a copy of the *Test Request Form for Faculty*. If a student is receiving accommodations and does not have an appointment, even if the test is available at SDS, we will not be able to allow the student access to the testing center. We have many more students taking their exams at SDS and our space is limited. An appointment ensures that every student will have access to the center.

For any questions about students with disabilities, please do not hesitate to contact our office.

Please see the next page for a copy of the *Test Request Form for Faculty*.

If you are receiving this **Exam Proctoring Checklist** via email, click **REPLY**, then complete the information below, attach the exam, and click **SEND** to transmit your information to [DisabilityServices@ccsu.edu](mailto:DisabilityServices@ccsu.edu). OR Click on **REPLY**, complete, print and select an alternative method of exam delivery.

Last:		First:	
Course/Instructor:			
Date/time of exam:			
What is the time allotted for students taking the exam in class?			
Please check all items that are permitted in the test area:			
		open book	
		notes	
		calculator	
		formula sheet	
		scrap paper	
		Blue Book (s)	
		Scantron Sheet(s)	
		other (PLEASE EXPLAIN)	
If a question may arise during the exam, please list the name and phone number of instructor or designee who will be available during the time the student taking the exam.			
Instructor/Designee:		Phone:	
For on-line exams, please provide details required to facilitate the exam session:			
<b>Exam delivery:</b>			
		E-mail the exam with this completed form to <a href="mailto:DisabilityServices@ccsu.edu">DisabilityServices@ccsu.edu</a>	
		Fax the exam to: 860-832-1865	
		Drop off the exam to SDS (Carroll Hall 150).	
<b>Exam return:</b>			
		Faculty or department secretary will pick up exam from SDS (Carroll Hall 150).	
		Send by campus mail to this department:	
		Scan completed exam to faculty e-mail ( <b>Exam must be on single-sided 8.5X11 paper; cannot scan exams with Blue Books</b> )	
Signature/Date at time of exam pick up from SDS (Carroll 150).			
Signature: _____		Date: _____	