



Office of Specialized Services

FACULTY EXAMINATION ADMINISTRATION REQUEST

The Proctor will administer the attached examination according to the specific guidelines stated in this request and according to the office policies and procedures on the back of this form. Any amendments to the guidelines must be made in writing by the instructor to TESTOSS@bergen.edu. Examinations must be delivered and picked up by the instructor.

1) Complete a separate request form for each student and for each examination.

2) Attach the completed request to the appropriate examination with all required materials. (Scantron, Blue Book etc.)

PLEASE CLEARLY PRINT ALL INFORMATION

INSTRUCTOR'S NAME: _____ OFFICE/EXT: _____

COURSE/SECTION: _____ - _____ - _____ TODAY'S DATE: _____ / _____ / _____

STUDENT'S NAME: _____ STUDENT ID# _____

CLEARLY PRINT TEST INSTRUCTIONS

1. EXAMINATION MUST BE COMPLETED BY DEADLINE DATE: _____ / _____ / _____

2. TIME LIMIT FOR THIS EXAMINATION: STANDARD CLASS TIME (MINUTES) _____

EXTENDED TIME (TOTAL ADJUSTED MINUTES) _____

3. THE STUDENT MAY USE THE FOLLOWING: (PLEASE CIRCLE ALL THAT APPLIES)

BOOKS	YES	NO		
NOTES	YES	NO		
DICTIONARY	YES	NO	(CIRCLE ONE) ENGLISH-ENGLISH ONLY OTHER	ANY
CALCULATOR	YES	NO	(CIRCLE ONE) 4-FUNCTION SCIENTIFIC GRAPHING	ANY
MATERIALS	YES	NO	(CIRCLE ONE) BLUE BOOK or SCANTRON – (Must be provided by Instructor) SCRAP PAPER (if circled, OTS will provide)	
CANVAS TEST	YES	NO	CANVAS PASSWORD:	

ADDITIONAL INSTRUCTIONS OR COMMENTS:

4. INSTRUCTOR'S SIGNATURE:

STUDENT ACKNOWLEDGEMENT: I have read and understand and accept the test instructions printed on the front of this form and the Testing Center policies and procedures listed on the back of this form.

STUDENT SIGNATURE _____ TODAYS DATE: _____ / _____ / _____

Accommodated Proctors are not responsible for contacting professors for any discrepancies pertaining to administering an exam.

Start Time: _____ : _____ End Time: _____ : _____ Actual End Time: _____ : _____ Log Date: _____ / _____ / _____ Line# _____

OFFICE OF SPECIALIZED SERVICES

POLICIES AND PROCEDURES

- 1. Turn off cellphones and all other electronic devices and keep them stored out of sight.**
- 2. Absolutely no food or drinks are permitted in the testing room unless otherwise specified in their Letter of Accommodation.**
- 3. Students who are caught cheating are not allowed to use the testing center until faculty are notified of the testing violation.**
- 4. Place all textbooks, notebooks, and other belongings not required for your test under your seat.**
- 5. Only materials permitted by the instructor on the examination cover sheet may be used during the test.**
- 6. Keep your student identification card on your desk at all times during the test.**
- 7. Communication amongst test takers is not permitted. Only test takers are allowed in the testing room. Children may never accompany a test taker in the testing room.**
- 8. Keep track of the time permitted for your test. Test takers are responsible for completing their tests within the time limit imposed by the instructor.**
- 9. Test takers are responsible for returning all test materials to the proctor or the OSS staff member when the test is complete or the time limit has been reached.**
- 10. Test takers who check in with late start times assume responsibility for testing with less time than the instructor allowed.**
- 11. Test takers must have the permission of the testing proctor or the to leave the testing room before the test is completed. Instructors will be notified if time out of the testing room exceeds 5 minutes. Testing time will not be adjusted should students leave the testing room. Students must leave cell phones and all belongings at their seat.**
- 12. Test takers will not be permitted to return and complete an exam at a later time without permission from the instructor.**
- 13. Under no circumstances shall a test taker leave the testing room with a test other than to return it to the staff member.**
- 14. Test takers will surrender the test and test materials to the staff member immediately upon request.**