



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: _____	

FOR ONLINE / CANVAS TESTS – Please indicate whether this cover sheet should be picked up or shredded after the exam. (CIRCLE ONE) PICK UP / SHRED

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 _____ TODAY'S 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: _____ / _____ / _____

STUDENT MUST SIGN POLICIES AND PROCEDURES PAGE

Bergen Community College

Office of Specialized Services

Accommodated Testing Center — Policies and Procedures

1. Turn off all cellphones and electronic devices, and store all personal belongings in the locker provided by the Accommodated Testing Center.
2. Only bottled water is permitted at the table. Food and other beverages will be thrown out unless otherwise specified in the student's Letter of Accommodation.
3. Students who are caught cheating may not re-enter the testing center until faculty are notified of the testing violation.
4. Only materials permitted by the instructor on the examination cover sheet may be used during the test.
5. Students must produce a copy of their student identification card upon entering the Accommodated Testing Center on the day of the test.
6. Communication amongst test takers is not permitted. Only test takers are allowed in the testing room; children and any adult who is not testing may not sit in the testing center with the test taker.
7. 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.
8. Test takers must return all test materials to the proctor or OSS staff member when the test is complete or the time limit has been reached, and must surrender the test and materials immediately upon request. Under no circumstances may a test taker leave the testing room with a test, except to return it to the staff member.
9. Test takers who check in with late start times assume responsibility for testing with less time than the instructor allowed.
10. Students must notify the proctor before taking a brief restroom break (5 minutes) and must otherwise remain in the center. Testing time will not be extended. Instructors will be notified of extended absences.
11. No students are allowed to leave the testing center to speak with their professors while the exam is in progress.
12. Once an exam is in progress, students may not leave and return to complete it at a later time without permission from the instructor.

I have read and understand the above policies and procedures, and I agree to follow them.

Student Signature: _____

Date: _____