

## Exam Proctoring Information Sheet

The LAC offers proctoring services for exams taken in Hybrid and Online classes. Occasional makeup exams also can be accommodated for Web-Assisted or Traditional classes.

The Accommodation Letter that students with disabilities share with instructors includes eligibility to request specific testing accommodations. Students needing only extended time in a quiet, reduced distraction setting can be tested in the LAC (LAC form and process required). However, accommodations requiring a private setting, reader, allowance to read aloud, use of screen reading software, scribe or use of dictation software cannot be provided by the LAC. **Student Disability Services (SDS) can provide such accommodations following a direct request to SDS from the student.** Details are provided on each student's Accommodation Letter.

In order to better serve instructors/students and to ensure academic honesty, all faculty members using the Jackson and Macon LACs' test-proctoring service are required to complete this information sheet and return it via email to [lac@southwesterncc.edu](mailto:lac@southwesterncc.edu) or via campus mail to both LACs. The form **MUST** arrive no later than 24 hours prior to the start of the proctoring window so that LAC staff members may contact you with any questions **BEFORE** students arrive to test. Also, list a phone number where you can be reached quickly in case questions or problems arise during test administration. (Cell phone numbers are not shared with students.)

|  |   |  |  |
|--|---|--|--|
| Instructor Name  |   | Office Location                          |  |
| Course and Section   |   |  |  |
| Office Phone Extension   |   | Cell / Alt Phone                         |  |
| Test Number/Chapters Covered   |   |  |  |
| If students are allowed to access any materials during the exam, please indicate such below: |   |  |  |
| Book   |   |  |  |
| Calculator   |   |  |  |
| Formula Sheet  |   |  |  |
| Notes  |   |  |  |
| Online Resources   |   |  |  |
| Other  |   |  |  |
| What is the start date of the exam window?   |   | What is the end date of the exam window? |  |
| How much time is allowed?  |   |  |  |
| List name and <u>total</u> time for each student with exception to regular time allowance.   |   |  |  |
| How will the test be proctored?  | Online (list software):   |  |  |
|  | Pen and Paper   |  |  |
| Password Information:  |   |  |  |
| How would you like to retrieve the completed exams and sign-in sheet(s)?                     | Exam is Online. (No delivery is required.)  |  |  |
|  | Results will be picked up by the instructor (Jackson LAC).  |  |  |
|  | Results will be picked up by the instructor (Macon LAC).  |  |  |
|  | Campus Mail (Note that we cannot guarantee delivery or the date that exams will arrive in your mailbox, nor are we responsible for missing exams that are sent through the mail.) |  |  |
| Is there any other information that we need to know regarding this exam?                     |   |  |  |