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 signed Educational Support Plan (ESP)-Accommodation letter that students with disabilities share with instructors indicates their eligibility to use testing accommodations such as a reader, a scribe, allowance to read the test aloud, use of a computer with a screen reader, or use of a computer with dictation software. To request these proctoring services, do not complete this form. Instead, complete the Student Disability Services (SDS) Test Proctoring Form here: https://goo.gl/forms/TWlITSzbASNqlJuR2.

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 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 total 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?			