**Accessibility Services**

**Proctored Testing Information**

To utilize the Accessibility Services office for exam proctoring, we require that Faculty submit their exam to our office at least 2 business days in advance of the exam administration.

Please include this completed form with exams to be proctored at Accessibility Services. Multiple students can be listed on the same form. Exams can be sent via email ([access@bgsu.edu](mailto:access@bgsu.edu)), Campus Mail (38 College Park Office Building), delivered by you, your representative or the student (in a sealed envelope). Contact Accessibility Services with any questions at 419-372-8495.

Student(s) Name:

Professor’s Name:

Professor’s Email Address:

Professor’s Contact Number:

Class (Example: BIOL 1010, HIST 1520):

Length of Class or Common Exam Period (50 Min, 1 Hr. 15 Min, 2 Hr.):

(time will be adjusted according to accommodation)

Date(s) and/or Time(s) Exam May Be Taken:

How Exam Will Be Returned (Check All That Apply):

\_\_\_ Email To:

(include email address)

\_\_\_ Student Return In a Signed and Sealed Envelope to:

(include physical address)

\_\_\_ Picked Up By:

\_\_\_ Campus Mail To:

(include physical address)

\_\_\_ Fax To:

(include fax number)

Please List Any Specific Instructions for the Student and/or Accessibility Services Staff (Example: Open Notes, Calculators Allowed, Exam Passwords):

Note: If your exam requires specific timing of test sections, audio samples, and/or any action beyond video monitoring by a proctor, you will need to make other arrangements for the exam.