

Accessibility and Disability Services  
Proctor Sheet

It is the STUDENT'S responsibility to return the completed proctor sheet to the Accessibility and Disability Service Testing Center in *Kearns Hall 106* a minimum of 5 BUSINESS DAYS prior to test administration. **\*\*\*(PLEASE PRINT THE FOLLOWING AS NEATLY AS POSSIBLE)\*\*\***

_____	_____	_____
Student's Name	Students E-Mail	Cell Phone #
_____	_____	_____
Course Name & Number	Course Instructor/Office ext. (First and Last Name)	Class Period (ex. MWF 12:50pm)

**INSTRUCTOR: Please answer all questions below. If you have any questions, please call (843) 349- 2503.**

1. When is the student allowed to take the exam? (Choose *specific* date & time)

a) Student **MUST** take the test at the same date and time of the class period.

Circle One: M, T, W, Th, F

Date: \_\_\_\_\_ Time: \_\_\_\_\_

b) Student **MAY** take the test at any time on the same day of the scheduled test.

Circle One: M, T, W, Th, F

Date: \_\_\_\_\_ Time: \_\_\_\_\_

c) Student **WANTS** to take the test

Circle One: M, T, W, Th, F

Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. Please check how you are planning to **deliver** the exam and how would you like for it to be **returned**?

**Exam Delivery**

Email to disability@coastal.edu

Fax to (843) 349- 5042

Instructor/Department Designee Drop Off

**Exam Return**

Instructor/Department Designee Pick-Up

Sent via campus mail to: \_\_\_\_\_ (Bldg/Office#)

3. Please check all the tools the student is permitted to use on the exam. If the student is **not** allowed to use any source, please select **none**.

Use of **Computer** Permitted

Use of **Textbooks** Permitted

Use of **Calculator** Permitted

Use of **Thesaurus** Permitted

**Other** (specify):

**None**

4. Time allotted for students **without** accommodations: \_\_\_\_\_ mins

5. **Please sign** stating that the information provided above is correct.

**INSTRUCTOR'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed by Accessibility & Disability Services**

Length of time given for exam (circle one):    Time and a Half    Double Time

