Updated 5/21/2021

Counseling & Testing Center Proctor Sheet
304 Simmons Hall, Zip+4303 cctesting@uakron.edu 330-972-7084

Required from instructor for any non-accommodated exam

Student:

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	Yes/No	Additional instructions (indicate specifics if needed):
Calculator		
Books		
Student's notes or formulas		
Scratch paper		
Other:		

Please select the method by which the test should be returned to you (select 1):

Testing Site Use Only:

Secure Bag Number (if applicable): _____ Seat Number: _____

Procedures for On-Campus Testing in the Counseling & Testing Center

1) Testing services does not return uncompleted tests to instructors. Any uncompleted exam that remains in our files after final grades for the semester will be shredded.

2) Students who receive accommodated testing must use the Office of Accessibility's Student Testing and Accommodation Request System (STARS) to request testing appointments at CTC or OA. Instructors and testing staff will receive an email via STARS with the student's test request, and should complete the Testing Agreement through STARS (no topsheet required). If an instructor does not agree with the time/date requested by the student, they should contact the student regarding concern. Testing staff will contact student and instructor if any conflicts arise with requested time.

3) Students taking make-up exams must contact the CTC to schedule appointment.

4) Fill out the On-Campus Proctor Sheet completely, and submit for each student for every exam. Staff will proctor exactly in accordance with instructor's guidelines. Failure to submit proctor sheet may interfere with timely administration of the exam, or inhibit staff from proctoring according to instructor's expectations. Any changes to proctoring instructions, once submitted, must come from the instructor and will be documented on the proctor sheet.

5) If method of returning exam to instructor is not selected, staff will email the instructor to inform that the exam is in secure storage in the test center waiting for pickup. If the instructor has previously designated email return of exams, testing staff may return via this method if none are selected.

6) All exam materials are kept in secure storage (limited access room with security system), and chain of custody is documented by testing staff. Test rooms are monitored at all times, with video recording. CTC is a National College Testing Association Certified center and adheres to NCTA standards and guidelines in test administration.