

# Disability Support Services (DSS)

## Exam Proctor Form

Please schedule **72 hours in advance of class exam.**

Digital versions of this form and additional testing information are available at: [www.ewu.edu/dss](http://www.ewu.edu/dss)

1) Student Completes	
Student Name:	
Course/Section:	
Professor Name:	
Time Taken In Class:	Date Taken In Class:
Time Taken with DSS:	Date Taken with DSS:
If exam is being taken at a different time from the class, provide reason:	

2) DSS Scheduling Staff Completes
<b>**Confirm Student on SharePoint &amp; Staff Initials:</b>
Staff Name:
Date Scheduled:

3) Professor Completes
Professors, please send exams to: <a href="mailto:dss@ewu.edu">dss@ewu.edu</a>
Name:
Office Building & Room #:
Time Given in Class for Testing:
Delivery Options: <input type="radio"/> Email <input type="radio"/> DSS Delivery <input type="radio"/> Professor Pick Up
Approved Material: <input type="radio"/> Calculator <input type="radio"/> Open Book <input type="radio"/> Formula/Tables <input type="radio"/> Open Notes <input type="radio"/> Scratch Paper <input type="radio"/> Computer <input type="radio"/> Other:

4) DSS Proctor Completes	
Station #:	
Start Time:	Staff Initials:
End Time:	Staff Initials:
Scanned By:	
Notes/Returned to:	

**Disability Support Services**

121 TAW

[dss@ewu.edu](mailto:dss@ewu.edu)

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