XAVIER UNIVERSITY OF LOUISIANA
Counseling and Wellness Center

1 Drexel Drive • Box D
New Orleans, Louisiana 70125-1098
(504) 520-7315 • FAX (504) 520-7943
Office of Disability Services

Test Proctoring Form

Student's Name _____ **Phone #** _____ **Today's Date** _____

Course Title _____ **Course Day/Time** _____ **Semester: Fall Spring Summer** _____

Complete Exam Schedule for Semester

Date	Time	Time Allotted

By signing below, I understand and agree to take responsibility for the contents of this form, making sure that Office of Disability Services (ODS) and my professors are informed five (5) days in advance to prepare for the special accommodations. I must notify ODS of any changes or cancellations ASAP. Changes to the schedule, do not guarantee ODS availability. All exams are scheduled. **There will be no walk-ins.** I will adhere to the Xavier University academic honesty policy.

_____

Student's Signature ***Date***

If you have questions or need additional information, Please contact ODS @ (504) 520-7315.

White copy = ODS **Yellow copy** = Student **Pink copy** = Professor

Professors Info (Completed by Professor)

Professor's Name _____

Phone # _____ **Bldg/Ofc. #** _____

Email Address _____

Delivery of Exam:

☐ Professor / Dept. Designee

☐ Email: slaugust@xula.edu and tmlabran@xula.edu

Return of Exam:

☐ Professor / Dept. Designee

☐ Scanned and Emailed

I understand that, by signing below, I give permission for student to be proctored at the Office of Disability Services (ODS) for only those exams that appear on this form. **The Office of Disability Services requires that the exam be delivered by 4:00pm the day before the scheduled exam.** Any changes to the schedule, please notify ODS as soon as possible. Changes to the schedule do not guarantee ODS availability.

_____

Professor's Signature: ***Date***

Professor Authorizes	
Book (Test is open book)	
Notes	
Calculator	
Scrap paper	
Formula sheet / Model set	
Dictionary	
Rulers / Scales	
Computer / Laptop	
Student may keep exam questions	
Scantron	
Other:	