



300 Kellogg Drive  
 Lobby - Boomer Outreach Building  
 Email: TESTING@ou.edu  
 Phone: 405-325-1921

For Testing Center use

Seat Number \_\_\_\_\_

# EXAM PROCTOR FORM

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

(Please fill in the year - 20xx)

STUDENT NAME \_\_\_\_\_ OU ID \_\_\_\_\_  
 PROFESSOR \_\_\_\_\_ PROF Email \_\_\_\_\_  
 TEACHER ASSISTANT NAME \_\_\_\_\_ TA's Email \_\_\_\_\_  
 COURSE NAME AND SECTION \_\_\_\_\_ COURSE TIME \_\_\_\_\_ DATE OF IN CLASS EXAM \_\_\_\_\_

\* IN CLASS EXAM LENGTH:  50 min  60 min  75 min  85 min \_\_\_\_\_ Other

*NOTE: Testing Center will add extended time. If Online, Professor must add extended time on platform.*

**PAPER EXAMS: DROP OFF 2 hours PRIOR** to scheduled Exam time, but **no later than 1 hour.**

**OR** Exam can be digitally submitted **48 hours** prior to scheduled Exam time through **exams@ou.edu**

*NOTE: Include this form, scantrons, and specialized scratch paper for every student coming to take their exam at the Testing Center.*

**ONLINE EXAMS:** Email one copy of the completed proctoring form for each student with accommodations 48 hours prior to the exam.

\* **PASSWORD/Access Code** \_\_\_\_\_  Proctorio  Top Hat  Canvas

\* **Paper and Online**

**ALLOWED MATERIALS and RELEVANT INFORMATION:**

- SCANTRON ALLOWED: \_\_\_\_\_ Y \_\_\_\_\_ N (Testing Center *does not supply this item.*) •
- SPECIFY CALCULATOR TYPE: \_\_\_\_\_
- Note Card/Sheet allowed: \_\_\_\_\_ Y \_\_\_\_\_ N
- Audio Files \_\_\_\_\_ Y \_\_\_\_\_ N
- ARE STUDENTS ALLOWED TO KEEP NOTECARDS/SHEET AFTER TESTING? \_\_\_\_\_ Y \_\_\_\_\_ N

\* **EXTENDED TIME:**      1.5      2.0

**ADDITIONAL INFORMATION NEEDED:**

\_\_\_\_\_

\_\_\_\_\_

**Student:** Signature after exam completion \_\_\_\_\_ Date \_\_\_\_\_

\* **Professor:** How should the exam to be returned?

Pick Up

Digital (Scanned)

I do not need a copy of the exam.