



For Testing Center use
Seat Number _____

SUMMER 2025 EXAM PROCTOR FORM

LOCATION: 300 Kellogg Drive, 1st Floor Room 140 – Boomer Outreach Building

Email: testing@ou.edu **Phone(s)** 405-325-1921

This form must accompany ALL paper exams for every student testing in the Testing Center

STUDENT NAME _____ OU ID _____
 PROFESSOR _____ email _____
 DESIGNEE REPRESENTATIVE NAME _____ email _____
 COURSE NAME AND SECTION _____ COURSE TIME _____ DATE OF IN CLASS EXAM _____

IN CLASS EXAM LENGTH: _____ 50 min _____ 75 min _____ 90 min _____ 120 min _____ Other
NOTE: Testing Center will add extended time. If Online Professor will add extended time on platform.

PAPER EXAMS: DROP OFF 2 hours PRIOR to scheduled Exam time **OR** Exam can be digitally submitted **48 hours** prior to scheduled Exam time at exams@ou.edu

NOTE: Include this form, scantrons, and specialized scratch paper for every student with accommodations.

PICK UP 2 hours AFTER the exam **OR** can be digitally returned **48 hours after** exam time.

ONLINE EXAMS: Email this form to exams@ou.edu **48 hours PRIOR** to the exam with PASSWORD/ACCESS CODE and a list of accommodated students. Extended time must be added on the online platform.

PASSWORD/Access Code _____ Proctorio _____ Top Hat _____ Canvas

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 DESCRIPTION: _____
- ARE STUDENTS ALLOWED TO KEEP NOTECARDS/SHEET AFTER TESTING? _____ Y _____ N

ADDITIONAL INFORMATION NEEDED:

Student: Signature after exam completion _____

Professor: How do you prefer the exam to be returned? _____ Pick Up _____ Digital(Scanned)