SPRING 2026 EXAM PROCTOR FORM

LOCATION: 300 Kellogg Drive Lobby – Boomer Outreach Building
Email: testing@ou.edu **Phone(s)** 405-325-1921

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** _____60 **min** _____75 **min** _____85 **min** _____Other

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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 through the "Exam Submission Form".

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

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.

***PASSWORD/Access Code**_____ _____ Proctorio _____ Top Hat _____ Canvas

***Paper and Online** _____

<u>**ALLOWED MATERIALS and RELEVANT INFORMATION**</u>:

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

***EXTENDED TIME:**   1.5   2.0 **(Double)**

ADDITIONAL INFORMATION NEEDED:

_____

_____

Student: Signature after exam completion _____Date _____

* **Professor:** How do you prefer the exam to be returned?

_____ Pick Up   _____ Digital (Scanned)   _____ Online (neither pick up nor scanned)