

Carnegie Mellon

Equal Opportunity Services • Whitfield Hall, 143 N. Craig Street, Pittsburgh PA 15213

Everett Tademey, Director (412) 268-2012 et19@andrew.cmu.edu Larry Powell, EOS Manager (412) 268-2013 – lpowell@andrew.cmu.edu

Courtney Bryant, EOS Administrative Coordinator (412) 268-2012 – cbryant@andrew.cmu.edu

<http://hr.web.cmu.edu/current/eos>

REQUEST FOR PROCTORED EXAM

(EXTENDED TIME AND/OR DISTRACTION REDUCED ENVIRONMENT)

INSTRUCTIONS: Please read, complete and return this form, electronically when possible, to the EOS office as soon as possible.

Please note:

1. EOS may not be able to provide an accommodation if the accommodation is not requested at least 3 working days prior to the accommodation event.
2. Failure to take a proctored exam on the scheduled time and date of the exam will result in the exam being immediately returned to the instructor or destroyed. It is the student's responsibility to work with the instructor and Equal Opportunity Services, Disability Resources to re-schedule any missed proctored exams.
3. It is the responsibility of the student to be on time for the exam. The proctored exam will begin on time unless the student has made prior arrangements with EOS to accommodate travel time or other potential conflicts. If a student is late and has not made prior arrangements, s/he will relinquish late time off the total exam time. Studying during this time will not be permitted.
4. EOS is not responsible for furnishing exam materials.

Thanks, Larry

STUDENT
NAME: _____ DATE: _____

STUDENT EMAIL: _____ PHONE _____

COURSE NAME/SECTION#: _____

INSTRUCTOR NAME: _____

INSTRUCTOR EMAIL: _____ PHONE _____

DATES OF EXAM(S): _____ TIME(S) CLASSROOM EXAM(S) STARTS/STOPS:

_____ START _____ STOP _____

_____ START _____ STOP _____

_____ START _____ STOP _____

_____ START _____ STOP _____

This document can be produced in an alternative format. Call (412)268-2012