

# Carnegie Mellon University

## Request for a Proctored Exam

(Extended Time and/or Distraction-Reduced Environment)

Disability Resources • 5136 Margaret Morrison St. Pittsburgh, PA 15213 • 412-268-5940

Please return completed form to: [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu)

1. Requests for classroom accommodations such as extended-time testing or a distraction-reduced testing environment must be made at least **one week prior to the date of the in-class exam**. This is sufficiently early to ensure the appropriate arrangements, such as scheduling exam rooms and exam proctors, can be made. **Do not wait until the last minute to request a proctored exam.** **Accommodations not requested within the above time frame may not be provided.**
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 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 Disability Resources 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. Disability Resources is not responsible for furnishing exam materials (i.e. calculators, pencils, pens, laptops, etc)

**ALL areas contain crucial information and must be completed. Incomplete or incorrect forms may be returned, causing a delay in the test scheduling process.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Have you spoken to your professor before contacting Disability Resources and,

Confirmed arrangements cannot be made within the department? Yes No

Receive permission to take the exam with Disability Resources? Yes No

Has additional time on examinations been approved by Disability Resources as one of your accommodations?

Yes No

Has a distraction-reduced testing environment been approved by Disability Resources as one of your accommodations?

Yes No

Are you registered for this course? Yes No

Course Number \_\_\_\_\_

Instructor Name \_\_\_\_\_ Office \_\_\_\_\_

Instructor Email \_\_\_\_\_ Phone \_\_\_\_\_

Date of Exam \_\_\_\_\_ Time Classroom Exam Starts/Stops \_\_\_\_\_

Please note that we schedule examinations based on your class schedule only. If you have other scheduling constraints that will impact your ability to take this exam, please let us know.

This document can be produced in an alternative format; contact [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) or 412-268-5940