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**Test Proctoring Form**

Please fill out this form for the student utilizing Alternate Testing Location accommodations. You may click the box in order to check it without printing the document. You can either attach the form to the email you are sending with the test or you may print and include with your test if you are delivering to the office or through interdepartmental mail.

[ ]  TEC (Lee) – adaptiveserviceslee@fsw.edu

Bldg. Q-103

[ ]  Collier Campus – adaptiveservicescoll@fsw.edu

Bldg. J-114

[ ]  Charlotte Campus – adaptiveserviceschar@fsw.edu

Bldg. B-109

[ ]  Hendry/Glades – adaptiveserviceshegl@fsw.edu

Bldg. A-134

Professor Name: Course/Section:

Cell Phone #, if unavailable on campus:

Student Name:

Time allotted for ***class*** to take the test (extended time will be calculated in OAS): Test Date: \_\_\_\_\_\_\_

*Please check all aids that are allowed during the testing session:*

[ ]  Scantron

[ ]  Class Notes: Page # and/or [ ]  8 ½ x 11 Notes: Page # and/or [ ]  Index Cards: Page #

[ ]  Front [ ]  Back

[ ]  Typed – Font Size: Font Size and/or [ ]  Handwritten

[ ]  Textbook

[ ]  TI 83/84 Calculator [ ]  Basic (Non-Scientific) Calculator [ ]  Any Calculator

[ ]  Rulers [ ]  Charts (ex: Periodic Table) [ ]  Formula Sheets [ ]  Graphs

[ ]  ***Online Test****, please include the password (if required)*:

For ***Online Tests Only***,please extend the time allotted prior to the testing date for the student. You may wish to contact Robert “Dobin” Anderson 239-432-6769 or via email randerson2@fsw.edu for assistance if needed.

Do you want to receive any scrap paper that the student may have used during the testing session? (All scrap paper that is not wanted will be shredded) [ ]  Yes [ ]  No

How would you like the exam returned?

[ ]  Pick Up [ ]  Proctor to return test same day or by end of next business day Office/Mailbox Location