

Test proctoring is provided as a service to assist instructors in their efforts to provide testing accommodations for students with disabilities. While it is preferable for students to take tests within proximity to instructors, the ADA Accommodations Office is available to assist when this is not possible. Tests are proctored ONLY for students registered with the ADA Accommodations Office.

### **Test Proctoring Locations:**

- **Jefferson Campus**
  - ADA Accommodations Office, Fitzgerald Student Center, Room 300; 205.856.7731 or email [ada@jeffersonstate.edu](mailto:ada@jeffersonstate.edu)
  - Jefferson Campus Learning Resource Center [Allen Library]; 205.856.7788 or email [sjstewart@jeffersonstate.edu](mailto:sjstewart@jeffersonstate.edu)
- **Shelby Campus**
  - Shelby Campus Learning Resource Center, General Studies Building, Room 122; 205.983.5935 or email [hlawley@jeffersonstate.edu](mailto:hlawley@jeffersonstate.edu)
- **St. Clair - Pell City Campus**
  - Enrollment Services, Pell City Center, Room 121; 205.812.2700
  - St. Clair Campus Learning Resource Center, Pell City Center, Room 117; 205.812.2713 or email [cmking@jeffersonstate.edu](mailto:cmking@jeffersonstate.edu)
- **Chilton – Clanton Campus**
  - Enrollment Services, Chilton – Clanton Academic Building, Room 113; 205.280.8201
  - Chilton Campus Learning Resource Center, Chilton – Clanton Academic Building, Room 114; 205.280.8213; [bgoss@jeffersonstate.edu](mailto:bgoss@jeffersonstate.edu)

### **Student Responsibilities**

- No later than two business days prior to the date of the test student must return the completed proctoring form to the ADA Accommodations Office and schedule the test time. **NO** tests will be administered without a completed proctoring form. (Testing space is assigned on a first come first serve basis)
- Fill out the student information section on the proctoring form and sign. Present the form to the instructor before the exam and discuss specific test proctoring needs and plans.
- Student must present the instructor with an Accommodation Letter for the current semester. Must abide by the Jefferson State Academic Honesty Code.
- Only approved instruments/materials allowed in the testing area. No coats, backpacks, purses, hats, cell phones, or other electronic devices are allowed in the testing room.
- The proctor will make every effort to provide a conducive testing environment. If during testing the environment becomes distracting, immediately notify the proctor so it can be addressed at that time.
- Must be on time for the test. (Exam will not be administered if arrival time is 15 minutes after the instructor's stated start time and test time begins at the instructor's designated start time.)

### **Instructor Responsibilities**

- Discuss with the student specific test proctoring/accommodation needs and plans.
- Complete Test Proctoring Form, including specific accommodation needs and test routing procedures.
- Hand deliver/email (ada@jeffersonstate.edu) the test to the ADA Accommodations Office or proctoring site no later than 12p.m. the business day before the test.
- **Failure to abide by the Policies and Procedures set for by the ADA Accommodations Office indicates that you will be responsible for providing testing accommodations for the student.**



ADA Accommodations Office  
2601 Carson Road  
Birmingham, AL 35215  
ada@jeffersonstate.edu  
#205-856-6077

## TEST PROCTORING FORM

### Student Information

Student's Name \_\_\_\_\_ A Number \_\_\_\_\_

I agree to comply with all test proctoring policies and procedures for exam proctoring. I understand that failure to do so may result in losing the privilege of the test proctoring services. I understand that the exam will be monitored. I understand that the exam will not be administered if my arrival time is 15 minutes after the instructor's stated start time. However, if I am late and within the 15-minute window, the amount of time I am late will be deducted from the total time allowed for the test. I agree to abide by the JSCC Academic Honesty Code. I understand that violation of the Academic Honesty Code will be reported to my professor.

Signature \_\_\_\_\_

### Instructor Information

Instructor's Name \_\_\_\_\_ Course Name and Number \_\_\_\_\_

Phone Number/Extension \_\_\_\_\_ Email \_\_\_\_\_

Date of Exam \_\_\_\_\_

Total time allowed for exam [include extended time] \_\_\_\_\_ Test Start Time \_\_\_\_\_

#### Initial all allowable instruments:

\_\_\_\_\_ None                      \_\_\_\_\_ Formula Card                      \_\_\_\_\_ Calculator  
\_\_\_\_\_ Open Book                      \_\_\_\_\_ Computer                      \_\_\_\_\_ Open Notes  
\_\_\_\_\_ Other \_\_\_\_\_

#### Exam Delivery

\_\_\_\_\_ Hand Delivered  
\_\_\_\_\_ Emailed to the proctor  
\_\_\_\_\_ Electronic Computer [Password: \_\_\_\_\_]

#### Exam Return

\_\_\_\_\_ Picked up by instructor or representative  
\_\_\_\_\_ Emailed to the instructor

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only: Form Received: \_\_\_\_\_  
Emailed to instructor/Picked Up By: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Ended: \_\_\_\_\_