

Student Complete this Section

- Comply with the University’s Academic Honesty Policy
 - Work with instructor to determine test date and start time - You must enter a specific date and time
- Return this form to the Office for Disability Services (ODS) at least 48 business hours prior to test date
- Arrive at your scheduled test time – exams should be scheduled between 8am – 5pm
 - For consideration of exceptions please email disability@nmt.edu or call 575-835-6209
 - If you are more than 15 minutes late you will not be allowed to test without approval of instructor
- Any changes to test date/time must be approved by instructor and notice given to ODS

Date and time for exam _____ Course _____ Instructor _____

Student has _____ extra time Other Testing Accommodations _____

By signing you agree to follow all ODS Testing Regulations, the University Honor Code and understand that any infractions may result in disciplinary action.

Student Print Name Student Signature

Instructor Complete this Section

- Work with the student to determine test date and time
- Enter regular exam length and other exam parameters
- Deliver exam to ODS office or email to disability@nmt.edu at least 24 hours prior to exam
- This form is available <https://nmt.edu/disabilityservices.php> as a PDF or Jotform

Instructor Name _____ Instructor Phone _____ Course _____

How to contact instructor for questions during exam _____

Return Exam via (e.g. campus mail, email, canvas) _____ To _____

Instructor Signature _____ Date _____

Exam Date _____ Exam Start Time _____ Regular Exam Length (minutes) _____

Type of Proctoring In Person Zoom

Permitted Items During Test (Please Check)

Open Notes Open Book Calculator Formula Sheet Scrap Paper

Other (Please Specify) _____

Special Instructions _____

ODS Staff Complete this Section

Date form received _____ Initials _____ Date Exam Received _____ Initials _____

Time Exam Started _____ Initials _____ Time Exam Finished _____ Initials _____

Date/Time Exam Returned _____ Initials _____ Returned Via _____

Receiver’s Name _____

Student Responsibilities

- **Complete the student section of the Exam/Test Request form found on the website**
<https://nmt.edu/disabilityservices.php>.
- **Work with the instructor to set up a test date and time**
 - A specific time must be given so that ODS can schedule the student. Exams may be scheduled during regular office hours: 8 am - 5 pm Monday - Friday. The exam should be scheduled to be completed by 5 pm.
 - If the exam needs to be proctored outside of regular office hours, send a request for arrangements to disability@nmt.edu or call 575-835-6209 at least 72 hours before the exam. Not all requests can be met; your instructor can always proctor your exam for you.
- **Take the exam at the scheduled time**
 - If you are more than 15 minutes late you will not be allowed to test without approval of instructor
 - The student is responsible for confirming a new date and time with instructor before contacting ODS to reschedule
 - If student is running a few minutes late, the student should call the office at 575-835-6209.
- **All non-exam materials will be left outside the exam room (books, cell phones, backpacks, etc.)**
- **The student will complete the Exam Regulation form each academic year, which will remain in their ODS file**
- **The student will complying with the University's Honor Code**

Instructor Responsibilities

- **Work with the student to schedule a date and time**
- **Enter the exam time limit:** how many minutes are you giving all students to complete the exam?
 - ODS office will calculate out extended time accommodations
- **Enter other exam parameters (test aides or other special instructions)**
- **Complete the instructor section of the Proctoring Request Form**
 - For your convenience the Proctoring Request Form is on our website <https://nmt.edu/disabilityservices.php>
- **Send exam materials to the ODS at least 24 hours before the scheduled exam date**
 - Exams may be:
 - E-mailed to disability@nmt.edu
 - Hand-delivered to ODS—please do not send exam with student
 - Available to student on Canvas at designated time

Office for Disability Service Responsibilities

- **Provide exam accommodations** (ODS will provide all approved testing accommodations)
- **Administer the exam on the scheduled date and time**
- **Proctoring/monitoring students**
- **Returning completed exams to instructor within two business days**
 - Exams sent through campus mail are subject to their delivery schedule