

**Learning Support Services**  
**Kennedy Hall, 2<sup>nd</sup> floor, 610-519-5636**  
**Guidelines for Proctoring of Extended Time Testing**

Exam proctoring is offered as a service to faculty and students for extended time testing and conflicts in scheduling. The professor decides how to arrange for the needed student accommodations. If you would like the exam proctored in LSS, please check on my availability a few days in advance. (Office hours 9 to 5)

FINAL EXAM DAYS - PROCTORING BEGINS AT 8AM AND ENDS AT 5 PM.

**Please review the following and complete the requested information:**

- For test security, please email, fax (98015), or deliver test directly to me.
- If student is bringing exam, please seal and sign the envelope seal.
- Request early! Space is limited and may not be available at your needed time.

Date and Time exam is to administered \_\_\_\_\_

Amount of extended time, if applicable \_\_\_\_\_  
(Refer to student accommodation letter for guidance)

Materials that can be accessed during the exam \_\_\_\_\_

May student use word processing for any essays? \_\_\_\_ yes \_\_\_\_no

**Please indicate how test will get back and forth:**

\_\_\_\_\_ email (nancy.mott@villanova.edu)

\_\_\_\_\_ FAX (610-519-8015) Your fax # \_\_\_\_\_

\_\_\_\_\_ Prof to deliver/pick-up at LSS (Kennedy, 2<sup>nd</sup> floor)

\_\_\_\_\_ Student to deliver/pick up at LSS in Sealed, signed envelope

**\* When possible I will have a work study student make deliveries of completed tests in a sealed envelope to your department mailbox.**

**Student name:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Professor Signature:** \_\_\_\_\_