

978-665-4020 • Hammond 303 • testing@fitchburgstate.edu

Faculty to Complete

Student Name \_\_\_\_\_ Semester: \_\_\_\_\_

Professor's Name: \_\_\_\_\_ Office/Class Location: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Day(s): \_\_\_\_\_ Time: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Proctoring Option (Check One)**

- Please proctor exams in Disability Services 303
- I will proctor this student's exams within my Department and will provide accommodations as outlined in this student's Accommodation Letter.

**Delivery Option (Check One)**

Test will be delivered at least 1 day in advance by:

- Test will be emailed as attachment to *testing@fitchburgstate.edu*.
- Test will be delivered to Disability Services

**Return Option (Check One)**

- Student may return test in a sealed envelope.
- Disability Services may return test via campus mail to my Department Mailbox.
- I will pick up the exam from Disability Services
- Test can be scanned and emailed to my FSU email: \_\_\_\_\_  
Original will be mailed to my Department Mailbox.

Test Instructions—Please indicate any materials the student is allowed to have during the test.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Time given for the class to take:**

Quiz: \_\_\_\_\_ Exam: \_\_\_\_\_ Final Exam: \_\_\_\_\_

\*Signature of Professor: \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** If the student is caught cheating the exam will be stopped. The exam, any materials used, and a written explanation from our office will be sent back to you in a sealed envelope via campus mail or held for pickup. We will not allow the student to complete or deliver the exam. It will be your decision to determine appropriate consequences or disciplinary action.