



A Tennessee Board of Regents Institution

**Disability and Testing Services – Dept. 540**

**P O Box 8500  
Lynchburg, Tennessee 37352-8500  
Office: 931-393-1762  
Fax: 931-393-1899**

## ITV Proctor Support Form

Please complete the form below to reserve a proctor to assist with proctored exams for your class.

List the dates and times a proctor is needed for your class. List all supplementary items approved for exams for your class. If you need a proctor or cancel a scheduled test date, please e-mail or contact the Test Center as soon as possible.

**Course** \_\_\_\_\_ **Faculty Name** \_\_\_\_\_

**Faculty Telephone Number** \_\_\_\_\_ **Faculty E-mail** \_\_\_\_\_

**Location for exam administration:**

- Moore (Lynchburg Campus)
- Smyrna Campus
- Fayetteville Campus
- McMinnville Campus

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	<u>Date</u>	<u>Time</u>	<u>Room Number</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____
(6)	_____	_____	_____

- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

**Specific Instructions or Restrictions for Test:**

- Open Book                       Periodic Table                       Text Books                       Blue Book
- Open Notes                       Dictionary                       Computer  Other \_\_\_\_\_
- Note Card                       Calculator                       Scan Form

**Special Instructions:**

- Collect Notes/card with test
- Scranton Sheet
- Blackboard/Canvas Passwords are \_\_\_\_\_
- Exam administered between (day/date) \_\_\_\_\_ (time) \_\_\_\_\_
- Other (Please explain): \_\_\_\_\_

**Test Administration:**

- Amount of Time allotted for test     30 minutes     1 hour     2 hour     Other \_\_\_\_\_
- 45 minutes                       1.5 hour     2.5 hour

**Please return completed tests to me via (select one):**

- Campus Mail     Scanned & Email to \_\_\_\_\_ (e-mail address) This option applies to non-Scranton tests.
- Will pick up                       Other \_\_\_\_\_

Note: Instructors should be specific with test instructions (example - this is a closed book test, this is an open book test, no notes, the test has a time limit of 30 minutes, students may use one sheet of handwritten notes, etc.). Please be sure to include a contact number or e-mail in case there are questions. To ensure a proctor is present for your test, it is recommended you submit this form to the Test Center at the beginning of the semester or two weeks in advance of the first test. Please e-mail the form to [tcenter@mscc.edu](mailto:tcenter@mscc.edu) or fax to 931-393-1899. **You will receive an e-mail confirmation after the form is received.**