

Proctors  
comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proctors Initials \_\_\_\_\_  
Time Allowed \_\_\_\_\_  
\_\_\_\_\_  
(start time) (end time) (room)  
Returned to faculty by \_\_\_\_\_  
Date test taken: \_\_\_\_\_

## Request for Alternative Testing Great Bay Community College

This form must be filled out by the instructor of the student requesting an alternative testing arrangement. If anything in the box is required, forms must be submitted **one week prior** to the testing date.

STUDENT NAME: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Date/Time of Examination: \_\_\_\_\_ Date exam needs to be completed by \_\_\_\_\_

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_

Has this student submitted a Reasonable Accommodation Plan to you? \_\_\_\_\_ yes \_\_\_\_\_ no

Calculator: \_\_\_\_\_ Any \_\_\_\_\_ Basic \_\_\_\_\_ Graphing \_\_\_\_\_ Scientific

\_\_\_\_\_ Specified Time Frame:

(Total time allowed) \_\_\_\_\_ minutes

\_\_\_\_\_ Unlimited Time

\_\_\_\_\_ Books \_\_\_\_\_ Notes

\_\_\_\_\_ Electronic Dictionary/Spellcheck

\_\_\_\_\_ Index/Formula cards

\_\_\_\_\_ Computer/Word Processor

### Only for Students on Reasonable Accommodation Plans:

\_\_\_\_\_ Time and a half \_\_\_\_\_ minutes  
(Total time allowed)

\_\_\_\_\_ Distraction-free environment

\_\_\_\_\_ CCTV \_\_\_\_\_ Reader

\_\_\_\_\_ Co-Write \_\_\_\_\_ Scribe

\_\_\_\_\_ Dragon \_\_\_\_\_ Text Help

\_\_\_\_\_ Inspiration \_\_\_\_\_ Zoom Text

**Instructor's Signature & Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Disclaimer: Proctors will routinely check on testers, but will not physically sit in the testing room unless prearranged by an instructor or administrator.**

Instructors are to deliver tests to the Center for Academic Planning & Support's mailbox (CAPS) on or before the date and time specified. Upon completion, exams will be returned to the instructor in a sealed envelope taped and signed by a CAPS staff member. If a student does not show up to take a test at the prearranged time, it will be the responsibility of the instructor to handle the subsequent testing arrangements. Tests not taken during the pre-arranged time will be returned to the instructor.

*CAPS personnel may come into the testing room to monitor activities at any time. If we find any evidence of cheating, the exam will be stopped, the faculty member will be notified immediately, materials will be confiscated and the matter will be turned over to the faculty member for further action.*