



DRC EXAM PROCTOR FORM

EMAIL: drcexams@fiu.edu PHONE: 305-348-3532 FAX: 305-348-3850

Step #1: To be completed by student*

***NOTE: This form is only for tests that do NOT require live proctoring. Do NOT complete for HonorLock/take-home tests.**

Name: _____ Course Prefix, number, section: _____

Panther ID: _____ Class Days: _____

Phone: _____ Class Times: _____

Email: _____ Room: _____

Step #2: To be completed by instructor

Instructor Name: _____ Department Name: _____

Instructor Email: _____ Department Phone: _____

Instructor Phone: _____ Instructor Signature: _____

Please list all exam and quiz dates below (Including Final):

TEST DATE *	START TIME *	TEST LENGTH (IN CLASS)	CHECK IF ONLINE TEST

TEST DATE*	START TIME *	TEST LENGTH (IN CLASS)	CHECK IF ONLINE TEST

Instructor authorizes the following items:		
Please <u>initial</u> below:	<u>YES</u>	<u>NO</u>
Open Notes		
Open Book		
Scantron		
Calculator		
Other (Specify):		
For online exams: Please contact the DRC to specify what platform will be used (Canvas/Examsoft, etc.) and verify if a password or Lockdown browser will be needed		

Exam Delivery to DRC
 To avoid delays, we ask professors to provide the test copy (or password for online exams) to the DRC at least 2 business days prior to the scheduled test date. Tests can be dropped off to GC 190 or emailed to drcexams@fiu.edu. Please confirm test instructions when providing test copy/password

Exam Return to Faculty
 Completed exams will be emailed to the professor's email address listed above within 2 business days. Check below if you would like to use a different method to receive completed exams:
 Professor Pick-up (available day after test)
 Student deliver in sealed envelope (same day)

***Date and time that test will be taken is dependent on the hours for the testing facility, NOT the course time**

Testing Hours of Operation: Monday – Friday (9:00am – 5:00pm)

Location is dependent on the student accommodation on file reviewed by DRC and confirmed with student via email

***Exam Proctor Form(s) must be submitted to DRC at least 5 business days prior to exam date**

ALL FINAL EXAMS MUST BE SCHEDULED AND CONFIRMED AT LEAST TWO WEEKS IN ADVANCE