



# DRC EXAM PROCTOR FORM

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

### Step #1: To be completed by student

**\*NOTE: Only complete when exams need to be proctored by the DRC. 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):		
<b>For online exams:</b> 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](mailto: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**