

ACCOMMODATED TEST PROCTORING FORM INFORMATION FOR STUDENTS

Blue test proctor forms are now available for completion online. If you prefer, you can continue to come to our office and fill out the paper copy.

Be advised, your professors may ask that you always use one of these methods.

We hope this change helps make scheduling test proctoring more convenient for you, allows us to get them the 3-4 days ahead, and streamlines the process for your professors as well!

Here is how the process works.

1. 3-4 days before your exam, you fill out the form at [this link](#) (please bookmark it!). It will also be posted on the Disability Services website. You do need to be logged in with your SMSU email account to use this form. **If you are requesting alternative testing times, please discuss that with the professor BEFORE you fill it out (that's true for blue forms too).*
2. It automatically emails me and Pam with the information you included, for approval.
3. We will send your professor the link to their portion of the blue form, or they can get a paper copy from us, if they prefer.
4. You and the professor will receive a DS Testing calendar invite for the exam time/date. You do not need to reply to that invite; it is simply to make you aware that we did receive the testing request from you, and reminds the professor to send your exam to our office.
**If you have done the form ahead of time and do not get this invite, please reach out to us in DS to make sure your exam has been scheduled!*