

The Office of Disability Services
Villanova University
Connolly Center, Second Floor
610-519-4095

Proctoring Extended Time Testing

Extended time exam proctoring is a service to faculty and students when conflicts in scheduling occur. Please check on my availability 5 weekdays in advance to the testing date.

Review the following and complete the requested information.

- ❖ For test security, email, fax (610-519-6524), or deliver the test directly to me.
- ❖ If a student is bringing the exam, please seal and sign the envelope seal.
- ❖ Request early! Space is limited.

Date and time test is to be administered _____

Amount of extended time _____
(Refer to student's accommodation letter for guidance)

Materials that can be accessed during the exam _____

Please indicate how the test will get back and forth:

_____ email (stephen.mcwilliams@villanova.edu)

_____ FAX (610-519-6524) Your FAX _____

_____ Professor to deliver/pick-up at ODS (Connelly, Second floor)

_____ Student will deliver/pick-up at ODS in a sealed envelope.

Student's name _____

Course _____

Professor Signature _____

Thank you,
Stephen McWilliams
The Office of Disability Services