

**Request for Proctored Exam
Learning Resources Center
Penn State Altoona
814 949-5212**

LRC use	
date rec.	
# pp. rec.	
date given	
ARUEL ok?	

Please note the following:

- The LRC does not proctor exams for disabilities accommodations. Please make arrangements for these exams through the Health and Wellness Center.
- Please allow three work days to schedule a make-up exam. We can only accommodate one student at a time.
- Students must bring their Penn State photo ID with them to a make-up exam. No exam will be given until the proctor checks the photo ID. Students will be required to reschedule the exam if they show up without an official Penn State photo ID.
- We are currently able to provide make up testing services between 8:00 a.m. and 3:00 p.m. only. We like to eat lunch, but can be flexible about when.

Student's information:	
Name:	PSU ID:
Local phone number:	PSU e-mail:
Course name and number:	
Instructor's information:	
Name:	
Office phone number:	PSU e-mail:
Office address:	
Test date & time requested:	Time permitted:
Materials permitted during testing (check all that apply):	
<input type="checkbox"/> Pencils & erasers	<input type="checkbox"/> Pens
<input type="checkbox"/> Graphing calculator	<input type="checkbox"/> Scratch paper (We can supply this.)
<input type="checkbox"/> Non-graphing calculator	<input type="checkbox"/> Textbook
<input type="checkbox"/> Cell phone	<input type="checkbox"/> Notebook
<input type="checkbox"/> Other (please specify): _____	
How will the exam be delivered to the LRC? (Don't forget to deliver bluebook, Scantron sheet, etc.)	
<input type="checkbox"/> Campus mail (send to Paula Ford, Learning Resources Center)	
<input type="checkbox"/> Student will bring exam to LRC	
<input type="checkbox"/> Instructor will deliver to LRC	
<input type="checkbox"/> Other (please specify): _____	
How should the exam be returned to the instructor?	
<input type="checkbox"/> Campus mail to this office: _____	
<input type="checkbox"/> Student may return exam to instructor	
<input type="checkbox"/> Instructor will pick up exam at LRC	
<input type="checkbox"/> Other (please specify): _____	

Instructor's signature

Date

Note: Instructor may return this form by e-mail without a signature.