



**DS STAFF USE ONLY**

**Accommodations/equipment required for student's exam:**

Extended Time: \_\_\_\_\_  Rest Breaks: \_\_\_\_\_ (min/hour)  Other: \_\_\_\_\_

Class exam length: \_\_\_\_\_

Exam length + extended time: \_\_\_\_\_

Maximum rest break time: \_\_\_\_\_

Maximum exam length: \_\_\_\_\_

Entered by (DS Staff): \_\_\_\_\_

Double Checked by (DS Staff): \_\_\_\_\_

\*Evening Exam Time Check: \_\_\_\_\_  
(refer to evening exam information)

**Proctor Log- EXAMS- (Please print your name for every field you complete below)**

Name of Proctor: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Name of Proctor: (3) \_\_\_\_\_ (4) \_\_\_\_\_

**Proctor notes on student questions, exam delays, or any issues (NOTE:Proctor still needs to email/call DS in real time):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Email DS if student arrives 10 minutes (or more) after the scheduled start time to determine exam end time (Semester exam only)

**Exam Time Log For Students Eligible for Rest Breaks + Extended Time**

(One rest break per hour. Unused rest break time does not carry over into next break)

Actual Exam Start Time: \_\_\_\_\_ Expected End Time: \_\_\_\_\_ Latest End Time: \_\_\_\_\_  
(without any rest breaks) (with all rest breaks)

Break 1 Length: \_\_\_\_\_ New End Time: \_\_\_\_\_ Break 3 Length: \_\_\_\_\_ New End Time: \_\_\_\_\_

Break 2 Length: \_\_\_\_\_ New End Time: \_\_\_\_\_ Break 4 Length: \_\_\_\_\_ New End Time: \_\_\_\_\_

**Actual Exam End time:** \_\_\_\_\_

**Exam Time Log for Students NOT Receiving Rest Breaks**

Actual Exam Start Time: \_\_\_\_\_ Expected End Time: \_\_\_\_\_ Actual End Time: \_\_\_\_\_

**Bathroom Breaks Log: Please alert DS if student does not return to room after 8 minutes, and before allowing 3<sup>rd</sup> break.**

Departure time: \_\_\_\_\_ Return: \_\_\_\_\_ Departure time: \_\_\_\_\_ Return: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return: \_\_\_\_\_ Departure time: \_\_\_\_\_ Return: \_\_\_\_\_

#Blue Books Issued: \_\_\_\_\_ Used: \_\_\_\_\_ Returned: \_\_\_\_\_ # Scrap Paper Issued: \_\_\_\_\_ Used: \_\_\_\_\_ Returned: \_\_\_\_\_

#Exam Paper Issued: \_\_\_\_\_ Used: \_\_\_\_\_ Returned: \_\_\_\_\_ Computer Use: YES NO Computer #: \_\_\_\_\_ Flash drive #: \_\_\_\_\_

**Exam scanned by:** (Print name): \_\_\_\_\_ Date: \_\_\_\_\_

**Exam delivered by:** (Print name): \_\_\_\_\_ Date: \_\_\_\_\_

**Exam emailed by:** (Print name): \_\_\_\_\_ Date: \_\_\_\_\_

**Delivery Receipt Information – (To Be Completed by Person Receiving/Picking up Exam):**

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check one:  Picked up at DS office  Delivered to: \_\_\_\_\_