The Academic Resource Center (ARC) offers test proctoring services to the instructors of IUPUC from all disciplines. The instructor may utilize this service to facilitate scheduling make-up exams for students who were unable to attend class on test day.

Please note: This service is NOT a replacement for instructor-proctored exams. Rather, this service is intended to aid instructors in the few instances when they are unable to meet with the student for the exam in a timely fashion. Instructors are expected to proctor their own exams whenever possible. Further, the ARC will not proctor whole class exams.

To schedule a make-up exam, please fill out the attached form and submit the form to the ARC either in person or via email to Matt Rothrock mcrothro@iupuc.edu. Matt will then contact the student via email to arrange a day and time for the student to take the exam. Please allow 48-hour notice when possible. After a day and time has been agreed upon by both the student and proctor, the instructor will be emailed with this information.

Upon completion of the test, the proctor will put the test and any other documents in an envelope. This envelope will be placed in a locked cabinet in the ARC. The instructor may then pick up the test during ARC operating hours.

The ARC is open Monday – Thursday 9am to 6pm and Friday 9am to 5pm.

If you have any questions about the procedure, please send inquiries to:

Matt Rothrock
mcrothro@iupuc.edu or 314-8753
**Instructors**: Please fill out this form and complete the following questionnaire. These documents, along with the test, can then be submitted to Matt Rothrock. You will be contacted if more information is required.

Instructor Name: _______________________

Today's Date: ________________

**Instructor contact information**

IU email: ____________________________________________

Phone: ________________

Course Name and Number:
____________________________________________

Your students are taking the test on (give time and date):
____________________

Provide a deadline for the make-up exam.
____________________________________________

Student in need of proctored exam (give full name):
____________________________________________

Student contact information:

IU email: ____________________________________________

Phone: ______________________________________________
**Instructors:** Please complete this questionnaire and submit it along with the exam.

Student Name: ____________________________________________________________

*Indicate the appropriate answer (circle, highlight, bold, etc).*

1. Can the student use their book? Yes  No
2. Can the student use their notes? Yes  No
3. Can the student use a note card? Yes  No
4. Can the student use a scientific calculator? Yes  No
5. Can the student use a graphing calculator? Yes  No
6. Can the student use their cell phone? Yes  No
7. Can the student use a computer/laptop? Yes  No
8. Can the student use ink? Yes  No
9. Restroom breaks allowed? Yes  No

If the student is to turn in homework, a doctor’s note, review sheets, or anything else, please list such items in the space below:

________________________________________________________________________

________________________________________________________________________

Maximum time allowed to take the test:

________________________________________

Other comments?

Instructor Signature: ______________________________________________________

Date: __________

Revised 1/9/13 MCR