To: Faculty and Students  
From: Paula Burns, M.A., Director of Disability Support Services  
Re: Test Proctoring Procedure  

GENERAL INFORMATION:  
- We have limited space available for testing from 8:30 am – 4:30 pm.  
- A Proctoring Card (blue card) filled out by the Professor must be attached to the exam.  
- Testing rooms are monitored via camera.  
- Computers used for essay tests do NOT have Internet access unless deliberately set up.  

FACULTY GUIDELINES AND RESPONSIBILITIES:  
- Please completely fill out both sides of a blue proctoring card and attach it to the exam to be proctored in the DSS office, Anderson University Center, Suite 300. A card has been attached to this form; additional proctor cards are available in our office or can be downloaded from our website.  
- You can drop the exam and proctor card off in the DSS office, 3rd floor of the University Center, send them through campus mail, have the student who is testing bring them with him/her, or e-mail the exam along with the information asked for on a proctor card to dss@plu.edu. An electronic copy of the proctor card can be found on the documents and forms section of the DSS website.  
- Please have the exam to our office before the date of the scheduled exam.  

If there is not a completed proctor card attached to the exam, we will not be able to proctor the exam in our office.  

STUDENT GUIDELINES AND RESPONSIBILITIES:  
- It is your responsibility to call (253-535-7206) or stop by the DSS office, Anderson University Center, Suite 300 to schedule your tests as soon as you know the dates and times. We have limited space available, and without proper notice, cannot guarantee a testing space.  
- Meet with your professor prior to your exam date, to discuss the accommodations that you will need, and to make sure these needs are included on the proctor card. We can only give accommodations listed on the proctor card.  
- If you are requesting a reader, scribe, interpreter, computer, or any other equipment, you must notify our office when signing up for a space.  
- During test you may only have your exam, pencil/pen. Any additional resources, e.g., computers, calculators, need to be approved by your professor on the proctor card. Bags, purses, electronic equipment and other personal belongings must be left outside of the testing room.