

**Request for Proctoring**

Students with testing accommodations can use this form to request an in-term assessment to be proctored; in-term assessments include quizzes, in-class writing assessments, mid-term exams, etc., but are not a final exams. Students seeking to take their final exams with granted accommodations must submit the Request for ADA Exam Accommodations (hyperlink text to Forms page) form by the Deadline for Exam Conflicts & Final Exam Accommodations listed on the Academic Calendar.

Please complete and submit this request **at least one week prior** to the assessment to be proctored. Before in-term assessments can be proctored, you must have requested your accommodations for the semester. Submission of this form signifies your request to have an in-term assessment (not final exam) proctored with your granted testing accommodations.

This form can be typed, saved, and emailed to [ada@law.stetson.edu](mailto:ada@law.stetson.edu), or printed and submitted by hand.

First Name Last Name

 

Student ID (800#) Stetson Law Email

 @law.stetson.edu

Preferred Phone Number (ex: 123-456-7890)



Please indicated the course for which you are requesting a proctored in-term assessment with your accommodations.

Course Professor

 

Date of Assessment Scheduled Time of Assessment

 

To certify your statements, please check the box and type your name below

By checking this box, I certify the statements on this form are true and correct. I acknowledge that any misrepresentation made on this form can be grounds for an Honor Code Proceeding.

Type or sign your name Date

 