



St. James Campus

Assessment Centre Examination Proctoring Information Form for students registered with Accessible Learning Services

To be completed by the Instructor and attached to each individual test

STUDENT NAME: _____ STUDENT ID#: _____

DATE OF TEST*: _____ START TIME: _____

*The test must be written on the date indicated above YES NO

*The test must be written at the time indicated above YES NO

Subject of Test: _____ In Class Duration of Test: _____ HR _____ MIN

Instructor's Name: _____ Instructor's Phone: _____

Where can you be reached? During Test: _____ After Test: _____

Materials

Materials that are permitted in class and/or that I approve for the student (please circle all that apply).
Please indicate any software required under OTHER.

CALCULATOR

OPEN BOOK

DICTIONARY

FORMULA SHEET

SCANTRON

* formula sheets must be approved, signed by the instructor and included with the exam at time of drop-off

OTHER: _____

- Tests must be placed in an envelope with this sheet attached and brought to the Integrated Assessment Centre by the Instructor, room 275A, 200 King Street East, between the hours of 8am.-5pm. Please drop off tests in advance of actual test date, this allows for efficient planning and adequate staffing in the Assessment Centre. Completed exams should be picked up by Instructor within 48 hrs.
- The Assessment Centre will provide the student with accommodations according to their accommodation profile as determined by Accessible Learning Services.
- **DO NOT** add any additional time to the in class testing time, additional time will be added.
- **Students are responsible for making their own testing arrangements with the Assessment Centre.** Students are required to book their test accommodation 5 business days in advance by calling the hotline at 416-415-5000 x2624 or emailing booktest@georgebrown.ca.
- If you have questions or concerns please contact the Assessment Centre 416-415-5000 x4921.

PLEASE NOTE: The students are closely supervised by Proctors. Instructors are asked not to deal individually with students at the time of the test.