Disability Resource Services
REQUEST FOR TEST ASSISTANCE/PROCTORING

2157 University Center
(313) 593-5430; Fax (313) 593-3263
counseling@umd.umich.edu

Proctoring Hours:

Fall/Winter:	8:00am – 6:00pm, Monday & Thursday
	8:00am – 5:00pm, Tuesday, Wednesday & Friday
Summer:	8:00am – 5:00pm, Monday – Friday

NOTE: We do not proctor math tests. Your math instructor can arrange to have your test proctored in the Math Lab.

To receive test assistance or proctoring, you must completely fill in this form. Requests should be submitted to the DRS office no later than 5:00pm the Friday before the test. The DRS office must be notified immediately of any changes or cancellations.

Please indicate the services you need:

_____Extended time _____Reader

_____Use of desktop/laptop computer _____Scribe

_____Assistance in adaptive equipment room

Student's Name_____

Phone_____ Email_____

Date of test_____ Day of week _____
Date the class will take exam if different from above _____

Starting time _____ Ending time _____ *Amount of time class gets* _____

Course _____

Instructor's Signature _____ Phone _____

DRS Office Approval _____ Date _____