

Use of a Reader/Writer/Proctor to Take Tests

This student, based on his/her disability documentation, has been allowed the use of a reader/writer/proctor to take exams. The reader/writer/proctor is a professional (not a student) who works out of our office and who will assist the student. The student may need assistance only with reading exam questions, only with writing responses, or with both. The reader/writer/proctor will insure that the responses on the test paper are those of the student alone and will not assist the student in content of the responses. Students are generally allotted double the amount of time the class has to take the test. The reader/writer/proctor coordinator will notify the instructor if there is any deviation from the usual process. Additionally, some students may also only need a proctor and a quiet room away from distractions.

Please note that students taking their exams with these accommodations are still expected to meet the same academic standard as any other student in the class. These accommodations are provided to allow the student to be able to demonstrate what they have learned, but not to water down the curriculum in any way.

The instructor is responsible for getting the test to the Test Center at least a week before the arranged time for the student to take the test, just as if the student were taking the test with extended time only. The instructor will complete the Test Center Request from detailing any special procedure or materials that may be required. Every effort will be made to have the student take his/her test or quiz on the day it is given in class, but at least one week must be allotted to account for arranging a mutual time between the student and the reader/writer/proctor. The instructor also needs to let the student know if any software will be required to complete the exam i.e. Derive.

The student is responsible for working with our office and requesting a reader/writer/proctor for the exam. The reader/writer/proctor will pick up the test from the Test Center, administer it to the student, and return it to the Test Center. Test Center staff will return the test to your mailbox.

If you have any questions, please feel free to contact the reader/writer/proctor coordinator, Marie Hughes. If calling from a campus phone, her extension is 3266. If calling from off campus, you will need to dial 443-518-3266. You can also reach her at 410-531-0158 (home) or 443-285-3205 (cell). Instructors may also call the counselor listed on the student's accommodation memo. Sometimes it is necessary to contact the instructor quickly. Please fill out the bottom of this sheet and return it to Marie Hughes in RCF 345. Normal business will be conducted using the instructor's HCC phone extension and email account.

Instructor's Name: ----- Course: -----

Student's Name: -----

Alternative contact Info: -----
