

Faculty Instructions for Online Test Scheduling in Disability Services

1. This form should only be coming to you from a student who will be scheduling to take an exam in the Disability Services office. If the exam will be taken in the respective department, this form will NOT need to be filled out. **This email will be coming from “no-reply”.
2. First, please check to make sure the date and time are correct for the exam requested.
3. Please fill out all numbers with an asterisk (*) by it.
4. Please be sure to include any special instructions that the proctor will need to know.
5. Please be sure to include everything the student is allowed to have with them in the exam room.
6. If the exam requires an exam booklet, you will need to provide that to our office.
7. When you have filled everything out, please upload the exam and email the form to disabilityservices@evansville.edu.
8. If you prefer to walk the exam over, please still fill out the online form and either print a copy and walk it over with the exam, or email the completed form to disabilityservices@evansville.edu and state in the email that you will be walking the exam over.
9. If you have any questions, please call our office at 812-488-2663 or you can send an email to disabilityservices@evansville.edu.