

# PEPPERDINE UNIVERSITY DISABILITY SERVICES

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## Exam Proctoring Form Instructions

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**1**

**Go to the Spring 2017 Student Exam Proctoring Form** at [https://docs.google.com/a/pepperdine.edu/forms/d/e/1FAIpQLSfgsy5C3foqUudff56\\_oekQPIFfY5nfouJO5TRBce2SmFIoyg/viewform](https://docs.google.com/a/pepperdine.edu/forms/d/e/1FAIpQLSfgsy5C3foqUudff56_oekQPIFfY5nfouJO5TRBce2SmFIoyg/viewform)

**2**

**Consult your syllabus** for each class to find quiz and exam dates

**3**

**Find your accommodations** at *Wavenet>Academic Resources>Accommodate Student>Accommodate tab>Accessibility Request.*

**4**

**Complete the Google Form** “Spring 2017 Student Exam Proctoring Form”.

**5**

**Press Submit.** DSO will reach out to your professors two weeks before the exam will take place. We will send you a confirmation at least one week before your exam date.

**6**

**Let us know** if there are **any changes** to your quiz or exam schedule. Email [dso@pepperdine.edu](mailto:dso@pepperdine.edu).

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For more information, visit:  
[www.pepperdine.edu/disabilityservices/](http://www.pepperdine.edu/disabilityservices/)

Please call our office (310.506.6500)  
or stop by (Tyler Campus Center 264) with any questions.