

PEPPERDINE UNIVERSITY DISABILITY SERVICES

Exam Proctoring Form Instructions

- 1** **Go to the Fall 2016 Student Exam Proctoring Form** at <https://goo.gl/forms/GcNn1WPtk8A5FnMZ2>.
Use one form per class.
- 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** “Fall 2016 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.

For more information, visit:
www.pepperdine.edu/disabilityservices/
Please call our office (310.506.6500)
or stop by (Tyler Campus Center 264) with any questions.