

Test Proctoring Center Request

Instructor Name: Click here to enter text.	Course: Click here to enter text.
Email: Click here to enter text.	Phone: Click here to enter text.

Tests will be held in the proctoring center until retrieved by the instructor.

Proctoring Instructions

Check the conditions for administering the exam.

No Notes Allowed

No Calculator Allowed

Notes Allowed (specify): Click here to enter text.

Calculator Allowed (specify): Click here to enter text. *(Please note that many calculators can be programmed with notes, symbols, and programs)*

Extra Scratch Paper

Time Limit

Time Allowed: Click here to enter text. (Start and end time will be recorded on the student's test)
Monitoring timed tests is the student's responsibility.

Special Instructions:

Click here to enter text.

Cheating:

It is Test Proctoring Center policy that a test will be stopped if a student is observed cheating, or using a cell phone or any other unapproved resource.

An incident report will be written and attached to the test. It is the instructor's responsibility to follow up. TPC staff will also forward a copy of the incident report to the Vice President of Student Affairs.

If you have any questions, please contact Test Proctoring staff at (360) 442-2571 or email to testproctor@lowercolumbia.edu

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