



Test Proctoring Center Request Form

Instructor Name _____ Course Name & Number _____

Office Hours _____ Phone Number _____

Students may take test from _____ until _____
(start date) (end date)

Tests will be held in the proctoring file until **you** pick them up.

Proctoring instructions to give to the student:

Circle/check all of the conditions under which you want us to administer the exam.

Use scantron? Y N ___ red ___ green

Open book? Y N

Calculator? Y N

Open notes? Y N
___ any ___ 1 page ___ 1 note card ___ both sides?

Attach notes to test? Y N

Extra scratch paper? Y N

Time limit? Y N

_____ Minutes (start and end time will be recorded on the student's test)
Monitoring timed tests is the student's responsibility.

Special Instructions: (Print clearly)

In the event of cheating, the staff should: (check one please)

- ___ stop the exam immediately and fill out an incident report
- ___ confront the student, but let them continue. Then fill out an incident report.
- ___ just complete an incident report to the exam at the time of completion

Cheating: In the event that a student is caught not following the specific instructions given, an incident report will be written and attached to the test. It is the instructor's responsibility to follow up.

If you have not made proper arrangements, the student will contact you to resolve the situation. The proctoring staff is not responsible for making these arrangements.