Directions

Instructor: Please complete the “Instructor Section” below. Provide the Testing Center with both a copy of the exam and the completed Test Request form. (* There is a 38.50 Proctoring Fee)

Student: MUST call and contact the Testing Center to schedule your exam. Arrive 15 minutes prior to your scheduled exam and bring a photo ID.

Proctor Section
Office Use Only

Date Given: _______________
Time Started: _______________
Time Scheduled to Stop: _______________
Time Actually Stopped: _______________
Station Assigned: _______________

Proctor Notes:

___________________________________________________
___________________________________________________
___________________________________________________

Proctor Signature

Proctored Testing Hours

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am – 3:30pm</td>
<td>8:00am – 5:00pm</td>
<td>8:00am – 6:30pm</td>
<td>8:00am – 5:00pm</td>
<td>8:00am – 3:30pm</td>
</tr>
</tbody>
</table>

Instructor Section

Student: Today’s Date:
Instructor: Exam Title (eg: Final, Midterm):
Phone Number: Course Title:
Email Address: Subject & Number (eg. Math 1010):
Department: Time Allowed to Take Test:
Campus Address: Last Date Allowed to Take Test:

What items may the student use during the exam?
___ Calculator ___ Pen
___ Dictionary ___ Pencil
___ Notes ___ Scratch Paper
___ Textbook ___ Other:_________

How would you like the student to take the exam?
___ Computer based
___ Paper based- Directly on the exam
___ Paper based- Separate paper
___ Other:____________________

How would you like the materials returned to you?
___ Hold materials for pick-up by either myself or:

___ Send materials to me via Campus Mail
___ Email (only computer based exams)

Additional Instructions: