

## Proctor Test Information

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Faculty Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Course Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Test Submission Dates: \_\_\_\_\_ Description/Title of Test \_\_\_\_\_

Test Deadline Date: \_\_\_\_\_ Time Limit: \_\_\_\_\_

Is a change in date/time permitted without instructor's permission?     YES     NO

**TEST FORMAT:** \_\_\_\_\_ Online [Password \_\_\_\_\_] | \_\_\_\_\_ Paper-Based | \_\_\_\_\_ Other (*please specify*)

**ANSWER FORMAT:** (*all materials provided by the instructor*)

|                                  |   |
|----------------------------------|---|
| _____ Online                     | _____ Scantron Form                         |
| _____ Directly on the Test/ Exam | _____ Separate Answer Sheet Provided        |
| _____ Notebook Paper             | _____ Other ( <i>please specify</i> ) _____ |
| _____ Blue Book                  | _____                                       |

**TESTING INSTRUCTIONS:**

|            |          |           |  |                    |                  |
|------------|----------|-----------|--|--------------------|------------------|
| Dictionary | _____ No | _____ Yes | _____ English  | _____ Non-English  | _____ Electronic |
| Calculator | _____ No | _____ Yes | _____ Graphing   | _____ Non-graphing |                  |
| Notes      | _____ No | _____ Yes |  |                    |                  |
| Textbook   | _____ No | _____ Yes | Title ( <i>optional</i> ): _____                         |                    |                  |
| Materials  | _____ No | _____ Yes | (for example: periodic tables, formulas, diagrams) _____ |                    |                  |

Additional Instructions: \_\_\_\_\_

**DELIVERY INSTRUCTIONS:**

\_\_\_\_\_ Online \_\_\_\_\_ Mail to Instructor in the provided self-addressed stamped envelope

Instructor's Signature \_\_\_\_\_ Proctor's Signature \_\_\_\_\_

\_\_\_\_\_ (Received – date/initials)     
 \_\_\_\_\_ (Administered - date/time/initials)     
 \_\_\_\_\_ (Completed – date/time/initials)     
 \_\_\_\_\_ (Mailed – date/signature)