Form for Proctoring Tests for Faculty

Testing Services: Cheyanne Lewis / clewis@blueridgectc.edu / x2114 / Testing Center-Room HQ-1401

For Students who do NOT receive Testing Accommodations Only. If the Student receives Testing Accommodations, please direct to Michelle Smith msmith@blueridgectc.edu x2117

Student(s):

________________________________________

Test Name: ____________________________ Course Name & Section: ________________________________

Instructor: ____________________________ Instructor Phone: _________________________________

Instructor E-mail: ______________________ Department: _________________________________

Due Date: ____________________________ Time Allowed: ________________________________

If Student exceeds the time allowed what should the Test Proctor do?

Collect Test          Note Extra Time Taken          Nothing

Indicate ALL items student is allowed to use during testing:

Book     Notes     Calculator     Dictionary     Computer     Paper

Other ____________________________

Student is permitted to write directly on Test: YES NO

How will you get the completed test?

Pick up from Testing Center-Room HQ-1401 Put in your mailbox

Other ____________________________

Special Instructions/Notes:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________