

## EXAM PROCTORING CHECKLIST

Student's Name \_\_\_\_\_ Semester/Year \_\_\_\_\_

Course Dept # \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Information must be provided by instructor. Please print.

TELEPHONE # WHERE INSTRUCTOR CAN BE REACHED ON TEST DAY: \_\_\_\_\_

**INSTRUCTOR SHOULD CONTACT MARGARET OR MICHAEL IN THE CENTER FOR ACADEMIC ENRICHMENT (641-4113) AT LEAST 5 DAYS IN ADVANCE OF THE TEST TO ENSURE THAT SOMEONE WILL BE AVAILABLE TO PROCTOR THE TEST.**

Day and time at which the test will be administered to class: \_\_\_\_\_

TEST CONDITIONS:

Time allotted for test (see student's learning plan): \_\_\_\_\_

**CIRCLE ITEMS THAT APPLY:**

Notes allowed	Open book	Use of computer/calculator
Dictionary allowed	Scrap paper allowed	Scan sheet (attach)
Student allowed to leave room/take a break		Other

**Completed test should be: (circle one option)**

Left in professor's mailbox      Will be picked up by professor      Mail to address below:

---

---

**SPECIAL INSTRUCTIONS:**

PROCTOR'S COMMENTS: (Please advise students that we are likely to request an ID when he/she takes the test in the Center for Academic Enrichment).

**Complete and attach this form to the exam and send them in a sealed envelope to Margaret Pobywajlo, Center for Academic Enrichment, Room 104. Please sign across the seal. The exam and student's paper will be returned to the instructor in a sealed envelope unless instructor specifies otherwise.**