

Center for Student Success (CSS) – Bert Walker Hall, Room 138  
**Test Proctoring Instruction Form**

DATE RECEIVED IN CSS: _____
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Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Course Name/Number/Section: \_\_\_\_\_

Semester: \_\_\_\_\_

- CSS should receive tests **two business days** before the first date to take the test.
- Each test should have a copy of this form attached to it. This form will be kept in CSS for our records.
- CSS open hours: Monday-Thursday: 8-6pm, Friday: 10-5pm.
- **Please remind the student to contact CSS to schedule a date and time for the test to be taken. We cannot accommodate walk-in's. Students must bring a photo ID with them.**

<b>Instructor's Name</b> (Please include instructor name <u>on Test/Quiz</u> itself)			
<b>Phone Number:</b>		<b>Email:</b>	
<b>Test Name:</b> (Example: Test #1, Ch. 2 test, Midterm, Exam 3, etc.)			
<b>First date to take test:</b> (Please specify if there's a specific time for student to take the test)			
<b>Last date student may take test:</b>			
<b>Time limit for the test:</b> (If the student's accommodation is "extended testing time," please calculate "time and a half" for the test.)			
<b>How would you like the test returned to you?</b>			
<input type="checkbox"/> You Pick It Up		<input type="checkbox"/> Scanned & Emailed to You	
<input type="checkbox"/> Sent via Campus Mail		<input type="checkbox"/> Student Bring it in Sealed Envelope	
<b>Items Permitted During Testing:</b>			
<input type="checkbox"/>	Calculator (Basic Functions)	<input type="checkbox"/>	Scrap Paper
<input type="checkbox"/>	Scientific Calculator	<input type="checkbox"/>	Blue Book
<input type="checkbox"/>	Graphing Calculator	<input type="checkbox"/>	Rulers
<input type="checkbox"/>	Graphing Calculator w/ CAS (TI-89)	<input type="checkbox"/>	Notes-hand written
<input type="checkbox"/>	Scantron/NCS Answer Sheet	<input type="checkbox"/>	Laptop
<input type="checkbox"/>	Password and Access information for computerized test:		
<input type="checkbox"/>	Other (please specify):		

<b>CSS Staff Use ONLY:</b>				
	Test 1	Test 2	Test 3	Test 4
<b>Date Received:</b>				
<b>Date Administered:</b>				
<b>Test Start Time:</b>				
<b>Test End Time:</b>				
<b>Instructor Notified Date:</b>				
<b>Picked Up/Sent:</b>				