



## Faculty Test Proctoring Form

- **Exams must be given at least two business days before the first date to take the exam.**
- Send a list of students who will be taking the exam, please try to include student emails with the list.
- Advise your students of the following: Testing Lab/CSS location, hours, materials allowed, and ID required (see below).
- Students must present one acceptable form of ID: Driver's license, State issued ID, current H.S. ID or passport. Only students with an ID and whose names are listed on the class roster will be allowed to test.
- **Refer to the Testing Facts sheet for further information.**
- **CSS Testing with Accommodations:** Students must schedule a private testing with the CSS prior to the test to ensure availability for them during the time requested.
- Questions? Send an email to [TestingLab@jccmi.edu](mailto:TestingLab@jccmi.edu) or call Karissa Shay 517.796.8421 **OR** for students with disabilities send an email to [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or call Sandy DiCesare at the CSS 517.796.8415.

<b>Testing Options</b>	<input type="checkbox"/> <b>Option 1</b>	<input type="checkbox"/> <b>Option 2</b>
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<b>Student(s) Name:</b>		
<b>Instructor Name:</b>		<b>Course:</b>
<b>Instructor Email/Phone Number:</b>	<b>Semester:</b>	<b>Test Time Limit:</b>
<b>Test Name:</b>	<b>Test Open Date:</b>	<b>Test Due Date:</b>

	Calculator (Basic functions)		Scrap Paper ( <b>shown and destroyed</b> )		Microsoft Word
	Scientific Calculator		Formula Sheet: attach to exam		Textbook/eBook
	Graphing Calculator		Handwritten notes: list specifics below ( <b>shown, collected, and/or destroyed</b> )		Computer Programs ( <b>specify</b> )
	Graphing Calculator w/ CAS* such as TI-89		Instructor supplied packet: Send example		Index Card ( <b>specify size and number</b> )
	Answer Sheet		Rulers/Protractors		<b>Bathroom Break is allowed</b>
Other (specify)					

**Testing Lab & CSS Use Only:**

Received By \_\_\_\_\_ / \_\_\_\_\_ E-mailed/Notified By: \_\_\_\_\_ / \_\_\_\_\_