Jackson COLLEGE

Instructor Proctoring Form

- **All proctoring requests must be submitted to the Testing Lab at least 48 business hours prior to the open date of the test.**
- Please include the name of the student(s) below or attach a complete list of the student names.
- Copies of the test or the passwords to the test need to be submitted to the Testing Lab with this form.
- After this form is submitted, you will receive confirmation and be provided with a link to the Testing Lab Calendly. It is your responsibility to provide this link to your listed students so that they can schedule their testing appointment.
- For security purposes, all students must have a valid form of one of the following IDs: Federal-issued ID, State-issued ID, Jackson College ID, Passport, or High school ID (if applicable). Only students with an ID and whose names are listed on the class roster will be allowed to test.
- **CSS Testing with Accommodations:** Students must schedule a private testing appointment with the CSS at least 48 business hours prior to the open date of your test to ensure there will be an available appointment.

For more detailed information, please follow this link to the Testing Lab webpage: https://www.jccmi.edu/testing-lab/. Specific questions on testing options can be found on the Virtual Testing Lab Facts Sheet (found under Instructor Information on our web page). If you have questions, please email TestingLab@jccmi.edu or call at (517) 796 - 8421. For questions related to students with disabilities, please email JCCSS@jccmi.edu or call (517) 796 - 8415.

Testing Options:	In-Person	Virtual	
Student(s) Name (or attach your complete list):			**Semester:**
Instructor Name:			**Course:**
Instructor Phone Number:		**Test Time Limit:**	
Test Name:	**Test Open Date:**	**Test Due Date:**	
CSS – Accommodation(s):			
Calculator (Basic functions)	Scrap Paper (shown and destroyed)	Microsoft Word	
Scientific Calculator	Formula Sheet: attach to exam	Textbook/eBook	
Graphing Calculator	Handwritten notes: list specifics below (shown, collected, and/or destroyed)	Computer Programs (specify)	
Graphing Calculator w/ CAS* such as TI-89	Instructor supplied packet: Send example	Index Card (specify size and number)	
Answer Sheet	Rulers/Protractors	Bathroom Break is allowed	
Other (Specify)			

Testing Lab/CSS Use Only:
Received by: _____/_____ Emailed/Notified By: _____/_____