

ACADEMIC ADVISEMENT
-TESTING CENTER-
Test Proctoring Form

In order to use this service, this form needs to be filled out in its entirety. Please follow directions noted on form.

Testing Center Hours

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
By appointment	By appointment	By appointment	By appointment	By appointment
robbinse@rlc.edu or ext. 1268	robbinse@rlc.edu or ext. 1268	robbinse@rlc.edu or ext. 1268	robbinse@rlc.edu or ext. 1268	robbinse@rlc.edu or ext. 1268

Important Reminders to instructors:

- Faculty must provide one test and one test proctoring form *per student* to the Testing Center, (Administration,116)
- All other materials needed for the exam should also be provided: scantrons, blue books, etc.
- Include instructions on how the test is to be returned at the bottom of this form.
- **Every attempt should be made to administer the test with the instructor. The Testing Center is a secondary resource, not the immediate answer for make up testing.**

Important Reminders to students:

- A Student ID is required to take test.
- Only approved materials allowed in testing area. No coats, backpacks, or cell phones allowed.
- Academic dishonesty will not be tolerated and the same penalties apply just as if you were testing in the classroom.

Student Signature: _____ Date: _____

Section I: To be completed by RLC Instructor

Date: _____
 Instructor name: _____ Phone : _____
 Class: _____ Section: _____

Student name: _____

Exam must be taken between _____ and _____
Date Date

Time limit for exam: _____

Instruments allowed during the test:

- None
- Calculator
- Open Notes
- Open Book
- Dictionary
- Scratch Paper
- Other: _____

Disability Access Services Accomodations Needed:

- None
- Reader
- Extended Time (Length: _____)
- Seperate/ Distraction Free Environment
- Computer
- Other: _____

Test Return (Please circle):

Return via campus mail Instructor pick up

Section II: To be completed by Proctor

Date: _____ Start Time: _____ End Time: _____

Date returned to Instructor: _____

Proctor's signature: _____