

STUDENT SUPPORT CENTER AND DSP&S TEST PROCTORING REQUEST FORM

IMPORTANT: Test proctoring request form must be received one day prior to the exam. This form must accompany each test. For test proctoring questions, call 916-691-7528 (Student Support Center) or 916-691-7275 (DSP&S). Please provide a sufficient number of copies. Inform your students to call 916-691-7528 (Student Support Center) or 916-691-7275 (DSP&S) at least one day prior to exam date to make an appointment. Limited space is available.

FACULTY INFORMATION

Please complete this entire section in case we have any questions, and submit this form with copy/copies of your test. One form is requested for each class and each exam. Please print clearly.

Faculty name:	Phone:	Office Hours:
Department:	Department Office Phone:	

STUDENT AND TEST INFORMATION

Please complete this entire section.

Student's Name(s):	
Class name:	Class type (e.g. on-line):
Test number/name:	Total number of pages:
Earliest testing date for student:	Time allowed for students <u>in class</u> :
Deadline date for student:	

ITEMS ALLOWED

Please note YES or NO for all items.

Blue book:	Text book:	Class notes:
Scantron #:	Calculator: Type:	Scratch paper:
Restroom Break:	Other Instructions:	

TEST PROCTORING PASS INFORMATION

The Test Proctor will administer the exam only to those students who have the test proctoring pass. The test proctoring pass does not apply to on-line and ITFS. Distance Education and on-line class rosters are required to provide passes for all students enrolled.

TEST RETURN INFORMATION AND SIGNATURE

Please complete, sign and date this form. You may type in your name if you are using e-mail.

Personally pick up:	Inter campus mail:
Faculty signature:	Date: