



ACADEMIC SUCCESS CENTER

Testing Center

INSTRUCTOR'S DIRECTIONS FOR PROCTORING CLASS EXAMS

Instructor Information:

Date: _____

Name: _____ Phone: _____

Email: _____ Full-Time Adjunct

Course title and number: _____

Please attach a course roster.

Instructor Directions: Please complete this critical section.

1. Time limit is: _____
2. Website for exam: _____
3. Password for the proctor is: _____
4. Test must be completed by this date: _____
5. The student may have the following items with him/her in the test area:

- Pencil paper only
- Text book
- Notes
- Calculator
- Other

Pickup Notification:

Call me Email me Send through interoffice mail

Upon completion of exams, the instructor will receive any paper tests and a copy of the course sign-in sheet.

Other instructor requests or instructions: