



Testing Center Faculty Request Form

Please submit your reservation request for your online course exams at least two weeks in advance prior to your test dates in order to allow us to:

- Ensure that the requested dates are available, and offer alternate options if they are booked
- Make your class roster available on the reservation system

Faculty Information	
Faculty Name:	
Faculty Email:	Extension:
Course Information	
Course Title:	
Schedule & Section #:	
Exam Information	
Exam Title:	
Exam Dates:	Exam Times:

Additional Instructions for Proctor:

(Example: Calculators allowed, Pen & Paper will be provided, etc.)