

# Estrella Mountain Community College, Testing Center SouthWest Skill Center, SWSC-132

## Proctored Testing Form

Faculty – Please complete this form and include a class roster with student ID’s. If more than four students are to take your exam a class roster is **not** needed only type in students’ names on the bottom lines provided. Submit your exam with the form and class roster to [leaningsupporttesting@estrellamountain.edu](mailto:leaningsupporttesting@estrellamountain.edu). Proctored exams are administered Monday – Friday 8:00 a.m. – 11:30 a.m. & 1:30 p.m. - 3:30 p.m. (by Appointment Only) an email confirmation will be sent to faculty indicating exact date & time of appointment for students.

Instructor \_\_\_\_\_ Cell Phone# \_\_\_\_\_ Course \_\_\_\_\_

Please indicate requested start and end dates to complete exam:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time Allowed: \_\_\_\_\_

Paper Exam
  Online/Hybrid Exam
  Skills Center/Other

**\*\*\*Students MUST show a picture ID\*\*\***

**Students are allowed to use:**

Open Book Allowed-----  
 Notes/Homework-----  
 Calculator-----  
**Other/Special Instructions**  \_\_\_\_\_

**Students are NOT allowed:**

Cell phones, or take breaks during the exam.  
Academic misconduct regulations will be enforced.

Please list student name(s) **Only**.

Date	Student Name	Time In	Time Out	Proctor Int.	Inst. Int./Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____