iCommons CTC 219
Proctored Exam Form

Staff Use:
Exam returned to instructor?
Yes____ No____

Instructors: fill in white sections	Staff use only			
Student Name	Date	Start time	End time	Actual End Time

Instructor Name	Course	Time allotted (Hours; Minutes)	Date or Date Range for Exam

Items allowed during testing. *Mark with an "x"*

None	Calculator	All Notes	Some Notes	Textbook	Other Items (List Items Below)
Comments:					

Test to be returned via: *Mark with an "x"*

Campus Mail *Add Mailstop*	CTC Mail Room (CTC 273)	Instructor Picks Up

Instructors:
- Inform students of their responsibility for storing personal belongings. iCommons staff doesn't store student belongings.
- Day lockers are available on the 1st floor. Students can ask to check out a padlock in the iCommons.
- We have three test taking areas. Group testing is allowed with instructor permission. If no rooms are available, students can take exams in the open area.