

## **SJC LEARNING RESOURCE CENTER -- TEST PROTOCOL FORM**

Dear MSJC Instructor,

Please note the following SJC-LRC test proctoring policies, as some of them have changed (**see bold**):

- 1.) We have limited seating and provide **MAKE UP** testing only—that is test proctoring required because a student(s) missed the in-class exam and is allowed to take it outside of class. (**Please note that because of physical and staff limitations, we are no longer able to accommodate/ proctor testing described as “re-take.”**)
- 2.) Please provide a test copy for each student who will be testing.
- 3.) **Please designate “time allowed” for the exam. This time cannot exceed 3 hours.**
- 4.) **All students eligible to take the exam must be listed individually by first and last names.**
- 5.) Please collect materials promptly. Unless other arrangements are made, all completed tests will be held in your LRC file for pick up.
- 6.) **All online test submissions must be emailed to [sjclc@msjc.edu](mailto:sjclc@msjc.edu). Your test will be available to students the next business day.**
- 7.) **Proctored testing that requires any type of “accommodation for the student” must be provided through DSPS. The San Jacinto DSPS extension is 3305. No exceptions.**

CAMPUS: ☐ SJC ☐ MVC ☐ TEC ☐ SGP (PLEASE CHECK ONE)

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
INSTRUCTOR DEPARTMENT

CLASS TITLE: \_\_\_\_\_

CLASS DAY(s): \_\_\_\_\_ TIME: \_\_\_\_\_ Room # : \_\_\_\_\_

Please administer the \_\_\_\_\_ exam.  
Test Name

The following students are eligible to test (must include first and last name—no “all enrolled”):

_____	_____
_____	_____
_____	_____

Administer test beginning \_\_\_\_\_ and ending on \_\_\_\_\_

Time allowed: \_\_\_\_\_ (No unlimited time. Time must not exceed 3 hours.)

Please check appropriate boxes (please read carefully as options have changed):

<input type="checkbox"/> Other notes to be used: <input type="radio"/> 3x5 <input type="radio"/> 5x7 <input type="radio"/> 8x10	<input type="checkbox"/> Scantron required: <input type="radio"/> 25 <input type="radio"/> 50 <input type="radio"/> 100
<input type="checkbox"/> Scratch paper allowed	<input type="checkbox"/> Green/Blue Book
<input type="checkbox"/> Calculator allowed <input type="radio"/> Scientific <input type="radio"/> Non-Graphic	<input type="checkbox"/> Student must provide lined paper

Additional  
directions: