



Learning Services: Test Proctoring Procedures

Please note that this test proctoring form is for students who take their tests with Learning Services; not for tests taken in the library.

Please fill out the test proctoring form so that each test is administered with the proper protocol. This form needs to be included with **every** test. Please remember to send two copies of test if the student uses a test reader. If you have any questions please see Sarah Plahn.

Remember that distance and make-up tests that are proctored by Ann in the library are a different service than disability services through Learning Services.

Student Name: _____

Test Date: _____

Course Name: _____

Instructor's Name: _____

Test Password: _____

How would you like the test returned?

_____ Place in my mailbox

_____ I will collect the test

_____ Test on D2L

Instructions:

_____ Closed Book

_____ Closed Note

_____ Open Book

_____ Open Notes

_____ Calculator

_____ Other Instructions

**Upon request this document can be made available in alternate formats.
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