

Proctored Testing Request

This form must be completed and attached to each test.
Any test not taken by the end of a semester will be shredded.

Please complete the following:

Date dropped off: _____

Deadline to take this test: _____

Instructor: _____

Phone number: _____ E-mail: _____

Course: _____ Test Name or Identifier: _____

Maximum time allowed for test (please read below): _____

**Include extended time allowed per accommodations if marked yes below.
Important: Testing sessions are only two hours.
Please speak to Library Services staff for tests needing more than two hours.**

Student's full name: _____

Photo identification is required to take any proctored test.

Check the appropriate box for each applicable statement:

- Student is allowed to leave the room during testing.
- Student is allowed to write on the test.
- Student must use the instructor-supplied Scantron form.
- Student must use the instructor-supplied non-scannable answer sheet.
- Student is allowed to use a calculator (silent, battery operated).
- Student is allowed to use math or statistics tables.
- Student is allowed to use the Periodic Table.
- Student is allowed to use notes.
- Student is allowed to use the textbook.
- Student is allowed to use scratch paper.
- Student must return any scratch paper used with the test.

Is this student entitled to Special Accommodations? Yes No

Describe other materials or special instructions, including any accommodations:

Both pages of this form MUST be submitted with the test.

**All individual tests must be paper-clipped to their corresponding Proctored Testing Request form.
NO EXCEPTIONS.**

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Faculty Requirements for Submitting and Collecting Tests

To ensure that tests are processed accurately, please take note of the following requirements:

- I. Preparing tests for use in Library Services:
 - a. **Completely fill out this form.**
 - b. Inform students that they must make an appointment and take their tests within a week of the test being brought to the Library.
 - c. Remind students that if they fail to show up for an appointment without cancelling and rescheduling, the test will be returned to the instructor.
- II. Submitting tests to Library Services:
 - a. A completed **Proctored Testing Request** form **must** be paper-clipped to **each** individual test. Note that for online courses requiring proctored testing, the instructor may attach a roster to the completed form.
 - b. Submit requests and tests at least one day before the student’s appointment. This allows Library Services time to prepare for administration of the test and ensure strict adherence to the testing requirements indicated on the form.
 - c. Tests not accompanied by and paper-clipped to the Proctored Testing Request form will not be accepted.
 - d. If a student fails to show up for an appointment without cancelling first, the test will be returned to the instructor immediately.
 - e. Other proctoring arrangements may be made if Library Services cannot meet certain accommodations (e.g., reading test aloud or time allowed longer than 2 hours).
- III. Collecting tests from Library Services:
 - a. Completed tests and any other required materials are placed in the appropriate faculty member’s folder.
 - b. Faculty must retrieve completed tests from Library Services. Faculty may need to present ID.
- IV. Academic Integrity:
 - a. Library Services will **not** accept any Proctored Testing Request form or test from any student. Students will not be given an opportunity to alter the testing form or the test before taking the test.
 - b. Library staff will not create, copy, or otherwise alter any test or the instructions on the attached Proctored Testing Request form **without** explicit instruction from the instructor.

Library Services Use Only		
Student’s signature: _____	_____	Identified by proctor or instructor
Proctor’s signature: _____	_____	Identified by picture ID
Start time: _____	End time: _____	Date: _____
Faculty pick-up signature: _____	_____	Date: _____

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This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at Library@rpcc.edu; please specify the document title.