

Test Proctoring Information

This information sheet must be attached to the test prior to delivery to the library. 48 hour notice for proctoring service is requested.

PLEASE NOTE: Students will be required to show identification and leave their belongings at the Circulation Desk. Students must complete the test in one sitting.

Student's name: _____

Instructor's name: _____

Course name: _____

Date and time of test: _____

Exam will be:

- Closed book (no books or notes allowed)
- Open book (textbook and notes allowed)
- Other--Please specify below:

After the exam:

- I will pick up the exam at the Library's Circulation desk.
- Please send the exam through campus mail to my office _____.

Special instructions for tests requiring a COMPUTER:

- **Prior approval must be received. The Test Proctoring Information Form can be completed and submitted to the library@westernnc.edu Please be as specific as possible and include instructions as to the administration of the test.**
- **Computer testing is by appointment only.**
- **Due to staff and space limitations, it is at the library's discretion if computer testing can be accommodated.**