

# Test Proctoring Request Form

To schedule a test call the Assessment Center at (608) 785-9566. Present this form when checking in to test.

<b>Instructor Name:</b> Click here to enter text.	<b>Test Name:</b> Click here to enter text.																								
<b>Cell Phone#:</b> Click here to enter text.	<b>Length of Test:</b> Click here to enter text.																								
<b>E-mail Address:</b> Click here to enter text.	<b>URL (if online):</b> Click here to enter text.																								
<b>Students complete the bolded section below.</b>	<b>Password ( if required for test):</b> Click here to enter text.																								
<b>Student's Name:</b> Click here to enter text.	<b>Test deadline:</b>																								
<b>Student ID#:</b>	<b>Check if breaks are allowed during testing and under what conditions.</b>																								
<b>Contact #:</b> Click here to enter text.	<input type="checkbox"/> Break allowed <input type="checkbox"/> No break allowed. <input type="checkbox"/> Bathroom only. <input type="checkbox"/> Student may access their belongings. <input type="checkbox"/> Student may <b>NOT</b> access belongings. List conditions for break below:																								
<b>Student Testing Policies:</b> <ul style="list-style-type: none"> <li>STUDENT ID of driver's license required at time of check in.</li> <li><b>Students are required to power off all electrical devices, including cell phones.</b></li> <li><b>Students will store and lock personal belongings in a locker.</b></li> <li>Students will be asked to remove all items from your pockets.</li> <li>NO hats, watches and other personal items are allowed in the testing room.</li> <li>No Food or Drink is allowed in the testing room.</li> </ul>	<b>Check all allowable resources:</b>																								
<p style="text-align: center;"><b>Schedule of start times – Circle One</b>  <b>Late arrivals may not be allowed entry.</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>AM</th> <th colspan="2">PM</th> </tr> </thead> <tbody> <tr> <td>Monday:</td> <td>9:00 am</td> <td></td> <td></td> </tr> <tr> <td>Tuesday:</td> <td>9:00 am</td> <td>1:00 pm</td> <td></td> </tr> <tr> <td>Wednesday:</td> <td></td> <td>1:00 pm</td> <td>3:30 pm</td> </tr> <tr> <td>Thursday:</td> <td>9:00 am</td> <td>1:00 pm</td> <td></td> </tr> <tr> <td>Friday:</td> <td>9:00 am</td> <td></td> <td></td> </tr> </tbody> </table>		AM	PM		Monday:	9:00 am			Tuesday:	9:00 am	1:00 pm		Wednesday:		1:00 pm	3:30 pm	Thursday:	9:00 am	1:00 pm		Friday:	9:00 am			<input type="checkbox"/> Open Book <input type="checkbox"/> Open Notes <input type="checkbox"/> Note Cards <input type="checkbox"/> Formula Sheet <input type="checkbox"/> Calculator <input type="checkbox"/> Pencil <input type="checkbox"/> Ruler/Protractor <input type="checkbox"/> Scratch paper Other(describe):
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Friday:	9:00 am																								
<b>Fill in Test Date:</b>	<b>Check box indicating how to return a completed exam below:</b>																								
	<input type="checkbox"/> Instructor will pick-up exam in Assessment Center <input type="checkbox"/> Assessment Center will scan & email completed exam to instructor upon completion of testing <input type="checkbox"/> Other (describe):																								