TESTING CENTER

INSTRUCTIONS FOR EXAM ADMINISTRATION

**PLEASE PLACE INSTRUCTOR’S NAME ON ALL EXAMS**

DATE EXAM PLACED IN CENTER Click here to enter a date.

INSTRUCTOR Click here to enter text.

DEPARTMENT Click here to enter text.

CAMPUS Choose an item.

Day Phone Click here to enter text. Evening Phone Click here to enter text.

Course Click here to enter text. Exam Number# Click here to enter text.

# of Students expected Choose an item.

**\*\*\*We are unable to accommodate entire classroom testing. \*\***

**PROCTOR INSTRUCTIONS**

Last time to begin exam: Click here to enter a date. Time: Click here to enter text.

Time allowed: Click here to enter text.

This is:  

Calculator: Choose an item.

Textbook allowed:  

Charts or notes allowed: 

Description of charts or notes: Click here to enter text.

Write on exam: 

Answer sheet: [ ] Provided [ ]  Scantron [ ] Other

Additional paper allowed:  

Copy Code (if Testing Center is printing copies): Click here to enter text.

Password (if On-line): Click here to enter text.

Other (name of student, special instructions, etc.): Click here to enter text.

**INSTRUCTOR TESTING HOURS:**

Mon. – Thurs. 8:00am – 6:00pm (Last test given one hour prior to closing)

Fri. 10:00am – 5:00pm (No Friday testing in the summer)

*Southern & Dobson Red Mountain*

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