TESTING CENTER

INSTRUCTIONS FOR EXAM ADMINISTRATION

**PLEASE PLACE INSTRUCTOR’S NAME ON ALL EXAMS (REV 9/12/17)**

DATE EXAM PLACED IN CENTER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAMPUS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exam Number# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Students expected \_\_\_\_\_\_\_\_\_\_ # Copies Provided \_\_\_\_\_\_\_\_\_\_\_\_\_

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

**\*\*\*Exams must be delivered 24-48 hours in advance\*\*\***

**\*\*\*Instructor/Department representative must pick up exams\*\*\***

**\*\*\*We are unable to email or deliver exams via campus mail\*\*\***

**PROCTOR INSTRUCTIONS**

Last time to begin exam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month Day Time

Time allowed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is (circle one): Regular class time Extended time

Calculator: YES NO

\*(Please specify, Scientific, Graphing)

Textbook allowed: YES NO

Charts or notes allowed: YES NO

Description of charts or notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_

Write on exam: YES NO

Answer sheet: \_\_\_\_Provided \_\_\_ Scantron \_\_\_\_Other

Additional paper allowed: YES NO

**Password** (if On-line): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (name of student, special instructions, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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INSTRUCTOR TESTING HOURS:

Mon. – Thurs. 8:00am – 5:00pm ((Last test given one hour prior to closing)

Fri. 10:00am – 4:00pm (No Friday testing in the summer)

*Southern & Dobson Red Mountain*

*Phone: 480-461-7336 Phone: 480-654-7811*

*Fax: 480-844-3257 Fax: 480-654-7379*

*E-mail:* [*Testing@mesacc.edu*](mailto:Testing@mesacc.edu) *E-mail: RMtesting@mesacc.edu*

Southern & Dobson:

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Answer sheet: \_\_\_\_Provided \_\_\_ Scantron \_\_\_\_Other

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