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| **TESTING CENTERINSTRUCTIONS FOR EXAM ADMINISTRATION****PLEASE PLACE INSTRUCTOR’S NAME ON ALL EXAMS**

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| *Date Exam Placed In Center* |  | *Testing Center* |
| *Instructor* |  |  |

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| *Department* |  | *Campus* |  |
| *Day Phone* |  | *Evening Phone* |  |
| *Course* |  | *Assignment Name* |  |
| *Number of Students Expected* |  | *Number of Copies Provided* |  |

**PROCTORING INSTRUCTIONS**

|  |  |
| --- | --- |
| *Last Time to Begin Exam:*  |  |
| *Time Allowed* |  |  |
| *Calculator Allowed:* |  |  |
| *Textbook Allowed* |  |  |
| *Charts and Notes Allowed* |  |  |
| *Write On Exam* |  |  |
| *Additional Paper Allowed:* |  |  |
| *Password* |  |  |
| *Other Instructions or Name* |  |

*Testing Center Hours: 8:00 am – 5:00 pm (10:00 am – 4:30 pm on Friday)Southern & Dobson:* 480-461-7336 (Phone) | 480-844-3257 (Fax) | testing@mesacc.edu (E-Mail)*Red Mountain*: 480-654-7811 (Phone) | 480-654-7379 (Fax) | rmtesting@mesacc.edu (E-Mail) |