



ACADEMIC SUCCESS AND TEST CENTER

INSTRUCTOR'S DIRECTIONS FOR PROCTORING EXAMS

Submittal Date: \_\_\_\_\_

Instructor Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Full-Time Part-Time

Course Title/Number: \_\_\_\_\_

1. Class Exam - please attach a course roster, if applicable.

Student's Make-up(s) - Student Name(s): \_\_\_\_\_

2. Instructor Directions: Please choose and complete the following sections.

Paper-Pencil Exams

Table with 3 columns: Exam Name/Number, Time Limit (mins), Start and/or Due Dates

Online Exams - Website for exam: \_\_\_\_\_

Table with 4 columns: Exam Name/Number, Password, Time Limit, Start and/or Due Dates

3. Items Allowed During Exams:

Pencil and scratch paper;

Text book;

Notes/Notecard(s); Please specify: \_\_\_\_\_

Calculator; Please specify: \_\_\_\_\_

Formula sheet(s); Please specify: \_\_\_\_\_

Please specify any additional requests, such as the scanning of scratch paper, etc.