

# Testing Instructions for Proctored Examinations

(Please print or type information)

Instructor \_\_\_\_\_

Course & Section Number \_\_\_\_\_

Contact Number \_\_\_\_\_

Name of exam to be proctored \_\_\_\_\_

## Attach a list of the students and their Banner IDs who can take the test

Ask for a photo ID before proctoring the test?..... Yes  No

Can they use their textbook(s)? ..... Yes  No

Can they use any reference materials? ..... Yes  No

If yes, what materials? \_\_\_\_\_

Can they use scratch paper? ..... Yes  No

If yes, collect the paper when test is complete? ..... Yes  No

Return the scratch paper with the test? ..... Yes  No

How long can the student take to complete the exam? ..... \_\_\_\_ Hours \_\_\_\_ Minutes

Can they take breaks during the exam? ..... Yes  No

If yes, for what reason? \_\_\_\_\_

Is the exam an online test? ..... Yes  No

If yes, what is the URL to access the test? \_\_\_\_\_

What is the password to begin the test? \_\_\_\_\_

Can the student go to other sites during the test? ..... Yes  No

If yes, which ones? \_\_\_\_\_

If a printed test, can students write on the test? ..... Yes  No

Do we need to print out the test results? ..... Yes  No

If yes, how many copies? .....

Other testing requirements/restrictions (electronic devices, phones, calculators, scantrons, etc.)

1. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 6. \_\_\_\_\_

3. \_\_\_\_\_ 7. \_\_\_\_\_

4. \_\_\_\_\_ 8. \_\_\_\_\_

Deadline for taking the test is: \_\_\_\_\_

You may submit this form to the SLAC by fax to (210) 486-9261, by email to [sac-slac@alamo.edu](mailto:sac-slac@alamo.edu), or drop it off in person in room MLC707. You may call us at (210) 486-0165 to confirm that we have received your testing request.