



ALAMO
COLLEGES
DISTRICT

St. Philip's College

St. Philip's College Testing Center

1801 Martin Luther King Dr

San Antonio, TX 78203

Phone: 210-486-2444

Fax: 210-486-9195

spc-testcenter@alamo.edu

Proctor Request Form

EXAMINEE INFORMATION:

Name: _____

Date of Birth: _____

Telephone Number: _____

INSTITUTION INFORMATION:

Name of Institution: _____

Instructor Name: _____ Instructor Cell Number: _____

Street Address: _____

City, State, Zip Code: _____

Fax Number: _____

Email Address: _____

COURSE INFORMATION:

Course Name: _____

Course Number: _____

<p><i>For Office Use Only:</i> Date Received: _____ Date Processed: _____ Staff Initials: _____</p>

REMINDERS:

1. Examinees are required to provide a valid, unexpired, photo ID to test.
2. Examinees must have their instructors send test materials and requirements to spc-testcenter@alamo.edu & mgodina@alamo.edu
3. Once the test materials are sent over, confirm with the SPC Testing Center, Maria Mancillas 210-486-2532, that the materials have been received and how to schedule an appointment online to test.
4. There is a \$20 proctoring fee for every exam; we recommend you pay the day you arrive for the test.
5. All tests will be administered according to the regulations set by the student's instructor regarding use of notes, books, calculators, time limit, passwords, and items necessary to the proctor.
6. All examinees are required to abide by St Philip's College Testing Policies and Procedures.

Examinee Signature

Date

Exam Information Form – FOR MAKE-UP EXAMS AND SPECIAL ACCOMMODATIONS

PLEASE READ ALL INSTRUCTIONS ON BACK & FRONT OF FORM.

Today's Date:	Instructor Name:
Course & Section #:	Instructor Phone #:
Student Name:	Student Banner ID:

INSTRUCTOR USE ONLY

INSTRUCTIONS ON HOW TO ADMINISTER THE EXAM:

Picture ID is required for all exams

Identify what student may use and if may take breaks?

Calculator allowed? Yes No

Notes allowed? Yes No

Book allowed? Yes No

Scratch Paper? Yes No

Restroom Breaks? Yes No

Exam Title:

MAKE-UP EXAM:

ON-LINE EXAM:

SPECIAL ACCOMMODATIONS:

(If a student requires accommodations, it is the student's responsibility to provide their letter of approved accommodations in order to utilize those accommodations.)

The Testing Office must be notified four working days prior to exam if student requires a private room or reader/scribe. It is the student's responsibility to schedule for these accommodations.

Exam Deadline Date:

Returning Exam: (Check One)

PICK UP MAILBOX/OFFICE EMAIL/FAX ONLINE

Mailbox Location:

Email Address*:

**Only required when submitting the initial request this current semester*

Alternate email:

(Faculty may provide alternate email for notifications)

Passcode:

Extended Deadline:

OTHER INSTRUCTIONS: (please include if scratch paper should be submitted with exam)

Assessment & Testing Office, MLK Campus 207B P: 210-486-2444 E: spc-testcenter@alamo.edu F: 210-486-9195

FOR OFFICE USE ONLY

Logged _____ Tested _____ Ret _____ Email/Del/PU _____ Closed _____