

TEST PROCTORING FORM for EGSC-STATESBORO

INSTRUCTIONS:

It is preferable for the professors to proctor tests for their students during office hours. If that is not possible:

- Fill out a Proctored Test Information Sheet for **each** student taking the test
- Provide us with the test (or, if in D2L, the password) and any materials to be provided (such as scantrons)
- If sending electronically, send to StatesboroProctoring@ega.edu. Do **not** send proctoring requests to individual staff email addresses. This is an internal email for faculty use only; please do not give to students.
- If sending hard copy via intercampus mail, send in an envelope addressed to "EGSC-Statesboro TEST PROCTORING"
- Notify the student of the hours we will issue tests:
 - MTWRF 8:00 am until 3:00 pm; the 3:00 pm cutoff is to ensure students have ample time to take the tests before our daytime staff leaves at 5:00 pm
- Have the student call **912-623-2400** to set up a testing appointment. Appointments are **required**.
 - **Testing space is extremely limited.** We will try to accommodate students, but **there is no guarantee we will be able to proctor tests for students** on a certain day, by a certain deadline. Providing as much advance notice as possible will increase the likelihood that we can proctor a test for you and your student.
- Make sure the student knows to bring the following to the office:
 - Picture ID. We will only issue tests to those whose identity we can verify.
 - All materials needed. We will **not** provide pencil, paper, scantrons, calculators, text books, etc.

PLEASE NOTE:

- We cannot be responsible for ensuring a student sticks to a time limit. We will note on this form the time the test was issued and the time the test was completed.
- **We are unable to proctor tests for entire classes**, as we are limited to a total of 4 testing seats for all testing, including ACCUPLACER testing, at any given time. If you need to set up a time/place to issue an exam for an entire class (such as for online class midterms or finals), please put in a **Facilities Request** and a classroom will be reserved for you to give your exam.
- If a student is observed cheating, we will confiscate the testing materials, make a note on the test, and will report the incident to Student Conduct. We will not proctor future tests for students who cheat in our testing room.

Instructor's Name: _____

Email Address: _____ @ega.edu Phone Number: _____

Student's Name: _____ EGSC ID Number: 9300

Class: _____ CRN: _____

Type of Test: _____ Make-up _____ Online Class

Materials Needed/Allowed: _____ Text Book _____ Blue Book _____ Scratch Paper
_____ Notes _____ Scantron _____ Calculator*

TEST DEADLINE: _____ (Date by which test MUST be completed)

Special Instructions: _____

*we will not allow students to use their cell phones as calculators

EGSC-Statesboro Staff Use Only

Appointment Information: Day: M T W R F Date: _____ Time: _____

Testing Information: ID Verified By: _____

Time Test Issued: _____ Time Test Returned: _____

Exam Returned to Professor: Date: _____ via ___ Interoffice Mail ___ Scan ___ Pick Up