

# Test Proctoring Form

Academic Center for Excellence (ACE)-Swainsboro

Please Submit Test Proctoring Form to: [testing\\_swainsboro@ega.edu](mailto:testing_swainsboro@ega.edu)

Contact: 478-289-2151

## Instructions

- 1) Students must come prepared to take the test. We will not provide pencil, pen, paper, calculators, etc.
- 2) Return this form to the ACE at least 2 business days before the requested test date. For finals, reserve well in advance.
- 3) Please attach the exam and a class roster (if applicable) to this form.
- 4) Submit to [testing\\_swainsboro@ega.edu](mailto:testing_swainsboro@ega.edu)
- 5) Please refrain from scheduling exams between 12:00 p.m. and 1:00 p.m., if possible. No test will be given after 3:00pm.

## Faculty Information

Instructor's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_@ega.edu

## Exam Information

If exam is being proctored for one student list, the student's name \_\_\_\_\_

**\*If exam is being proctored for an entire class, please attach a roster. \***

Dates of Exam \_\_\_\_\_ Time student(s) will start and end exam \_\_\_\_\_

Total exam time \_\_\_\_\_

Check all allowable instruments/alternative format/accommodations:

\_\_\_ None                      \_\_\_ Formula/Tables                      \_\_\_ Calculator                      \_\_\_ Blank Paper

\_\_\_ Open Books                      \_\_\_ Open Notes                      \_\_\_ Cheat Sheet                      \_\_\_ Scantron

\_\_\_ Blue Book                      \_\_\_ Computer                      \_\_\_ Tape Recorder                      \_\_\_ Assistive Tech

## EGSC OFFICE USE ONLY

Date exam is given \_\_\_\_\_

Exam given by: \_\_\_\_\_

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Type of Test:  ADA Accommodations  Make-Up  Online Class

Additional approved materials/special instructions: \_\_\_\_\_

\_\_\_\_\_

-

\_\_\_\_\_

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## Exam Delivery Information

Exam will be hand-delivered to the ACE by instructor by 3:00pm the day before the test.

Exam will be emailed to the ACE by 3:00pm the day before the test.

Exam will be delivered online through D2L or another website. Is the exam password protected?  Yes  No If yes, please list the password \_\_\_\_\_

## Exam Return Information

Instructor will pick up the completed exam.

Completed exam will be returned through interoffice mail. \_\_\_\_\_

(office # and location)

Exam will be scanned and emailed to instructor.

## EGSC OFFICE USE ONLY

Date exam is given \_\_\_\_\_

Exam given by: \_\_\_\_\_