

## Proctoring Request Form

**Instructor:** Proctoring is provided in the Testing Center, Room 3140, to individual students on a walk-in basis. We do not accept assignments with exams. Please attach this form to each test you would like proctored in the Testing Center, and place the test in the folder with your name on it in Room 3140. Please provide a copy of this completed form (front and back) to the student so that they can plan accordingly.

**Please remind students:** Students using the Testing Center on a walk-in basis are responsible for ensuring that they have the full test time allowed. Testing Center hours are posted on the back of this form, at [www.saintpaul.edu/admissions/TestingCenter](http://www.saintpaul.edu/admissions/TestingCenter) and outside of Room 3140. **Thank you!**

Student Name: _____	Dept./Course: _____
Student ID: _____	Exam: _____
Instructor Name: _____	Instructor email: _____
Mandatory start date/time (if applicable): _____	Exam Deadline: _____

**Time Allowed:** Hour(s): \_\_\_\_\_ Minute(s): \_\_\_\_\_

**Student allowances** (check all that apply):

Scantron:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Blue Book(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Textbook(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Calculator:	<input type="checkbox"/> Yes	<input type="checkbox"/> No (calculators not provided)
Request quiet room 3145 if available ( <i>per accommodation letters only</i> ):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes (if yes, please explain at bottom of page):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Other accommodations** per letter from Office of Access & Disability Resources. Please submit this form to [testing.center@saintpaul.edu](mailto:testing.center@saintpaul.edu), or directly to staff in Room 3140, **five business days prior to test** to arrange:

Audio Testing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use of individual testing room:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specialized equipment (please explain below):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Other instructions:**

TESTING CENTER HOURS ROOM 3140	
Monday – Thursday	9:00 a.m. – 5:30 p.m. final check-in (room closes at 7:00 p.m.)
Friday	9:30 a.m. – 2:00 p.m. final check-in (room closes at 3:30 p.m.)
Saturday	CLOSED
<p><b>Note:</b> Closed holidays. Modified hours when school is not in session, and as posted at <a href="http://www.saintpaul.edu/admissions/TestingCenter">www.saintpaul.edu/admissions/TestingCenter</a>. Questions? Please email <a href="mailto:testing.center@saintpaul.edu">testing.center@saintpaul.edu</a>.</p>	

### TESTING CENTER RULES:

In order to maintain a positive, secure testing environment, the following rules apply to everyone who uses the Testing Center.

**Photo IDs are required** for every person checking in.

**Cell phones** must be turned off and put away.

**No food or beverages** are allowed.

**Children** are not permitted in the testing room.

**The room must remain quiet** at all times.

**Free headphones and ear plugs** are available for use in the Testing Center.

**Only approved calculators** are allowed (not provided by Testing Center).

**All materials disallowed by the test directions** must be left at the front of, or outside the testing room.

**Cheating is prohibited.** If you are caught cheating, your test will be confiscated, you will be asked to leave the testing room, and your instructor will be notified.

**Tests and test-related materials may not leave the testing room** (including scratch paper).

Thank you for helping us create a positive testing experience for Saint Paul College students!

<b>Staff use only</b>			
Proctor:	_____	Start	End
Room/Seat:	_____	Date of Exam:	_____
		Time:	_____
<b>Instructor will pick up exam</b>			

This document is available in alternative formats to individuals with disabilities by contacting the Director of Access & Disability Resources at 651.846.1547 or [AccessResources@saintpaul.edu](mailto:AccessResources@saintpaul.edu).

Saint Paul College is an Equal Opportunity employer and educator and a member of Minnesota State.