

Proctoring Request Form

Proctoring for make-up exams is provided in the Testing Center (Room 3140) to individual students on a walk-in basis. Please attach this form to each test to be proctored in the Testing Center, and place the test in the folder with your name on it in Room 3140. **If a student requests accommodations for a disability, you must use the "Request for Testing with Accommodations" form.** This form will be provided by the student. If your exam is online, please list the platform and any special instructions in the notes section of this form. We do not accept assignments with exams. Contact testing.center@saintpaul.edu with specific questions or concerns.

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 and are familiar with the Testing Center **Hours** and **Policies** found on our website. Testing Center hours are posted at www.saintpaul.edu/admissions/TestingCenter and outside of Room 3140. Thank you!

Student Name: _____ Dept./Course: _____
Student Tech 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:	Yes	No
Blue Book(s):	Yes	No
Textbook(s):	Yes	No
Calculator:	Yes	No (calculators not provided)
Notes (if yes, please explain):	Yes	No

Notes or Special Instructions:

Testing Center Staff use only

Proctor: _____ Start _____ End _____
Room/Seat: _____ Date of Exam: _____ Time: _____ Time: _____

Instructor will pick up exam