Testing Proctor Form  
Greenville Campus 616-754-7706  
Sidney Campus 989-328-1264

**Instructor**: To insure students are tested under the conditions you desire, please answer all questions on this form and attach or email it with your tests to be completed to studentsuccess@montcalm.edu. Please have students schedule testing with the location **before** coming to test, bring a picture id with them, and leave enough time to complete their test by time of closing.

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor Name (Please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Test Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) of Testing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Test Duration: \_\_\_\_\_\_\_\_\_\_

Student (If for an entire class, please attach roster.) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Desired Testing Instructions**

Proctored via Paper? Yes No If printing test, is color required? Yes No **Copy Code #: \_\_\_\_\_\_\_\_\_\_**  
Proctored via Online? Yes No If both paper and online, which first? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Lockdown Browser? Yes No Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
- Website address, if not via Canvas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Timed Test? Yes No Duration? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Allow Notes? Yes No Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Allow Books? Yes No Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Allow Calculator? Yes No Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Allow Scrap Paper? Yes No Return Scrap w/Test Yes No  
Must complete test by: \_\_\_\_\_\_\_\_\_\_ (Permission from instructor required to complete after deadline)  
Test returned to: Testing Center staff (to be picked up by instructor)  
 Instructor (by student) Method of delivery:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Instructor (by proctor) Method of delivery:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Once student begins a test (check all that apply)  
 Student may not leave Center until test is finished.  
 Student may leave and return later to finish test.  
 Student may leave Center only for bathroom break.  
Center staff may (check all that apply)  
 Not assist the student in any way.  
 Provide help reading the test.  
 Provide definitions of terms not being directly tested.  
Test may be taken at  
 Sidney Campus   
 Greenville Campus

Method of contact in case of test malfunction or computer error: (Cell or home phone/email/etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note any special instructions below. If a student has an accommodation for testing, a separate form must be completed.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Instructor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_