Sandhills
COMMUNITY COLLEGE
KATHARINE BOYD LIBRARY

TEST PROCTORING REQUEST

Learning Resources Computer Lab, Boyd Library Room 102
barbert@sandhills.edu
(910) 695-3833

Please complete this checklist before delivering exam to the LRCL. This checklist form needs to be completed for each test proctoring request. You may submit a class roster or put students' names on the tests. All students taking a test must check-in at the LRCL's check-in computer or show proper ID. Students must contact the LRCL to schedule an exam appointment.

Testing Hours: Monday-Thursday 8:30AM-4:00PM and Friday 8:30AM-12:00PM
Summer Testing Hours May Vary

☐ I **do** want students to be able to use their texts/notes.

☐ I **do not** want students to be able to use their texts/notes.

☐ Students may use computers in the LRCL to complete this test.

☐ Students will need to show photo ID to take this test.

Test Dates: _____

Time Limit: _____

Special Instructions: _____

_____

_____

_____

Test will be proctored in the LRCL or the library. Finished tests will be stored in instructor's folder in a locked file cabinet. Students may serve as test couriers for faculty only if this form has a note from the instructor.

☐ I will email test.

☐ I will have test delivered by inter-office mail.

☐ I will pick up test.

☐ Return test by email.

☐ Return test by inter-office mail.

☐ Return test by inter-office mail if student does not take test by _____

Name of Instructor: _____ Office #: _____

Course (ex. Bus.110): _____

Phone: _____ Date: _____