



Academic Success Center

Proctored Exam Form

Please complete the following details, and bring this form, along with a copy of the exam to the Academic Success Center (ASC).

Instructor: _____

Course: _____

Date: [Click here to enter a date.](#)

The following student needs to have an exam, test, or quiz proctored and therefore, I am requesting testing facilitation in the Academic Success Center for this student.

Form with fields for Student's Name, Last day & time student may take assessment, and Number of minutes class is given to complete the assessment.

The student will be allowed access to (Check all that apply):

The ASC Staff is to:

- Notes
Calculator
Scantron (Form #)
Food
Water
Bathroom/Water Breaks
Other:

- Drop in ASPIRE office (ASPIRE exams only)
Student will return exam to the instructor in a sealed envelope provided by instructor
Keep the exam in the ASC for pick-up

ASC OFFICE USE ONLY

Table with 4 columns: Action, Date, Received/Proctored by..., Location. Rows include Received, Proctored, and Returned.