

College of Southern Idaho – Testing Center Proctor Sheet

Please Note: Each instructor is responsible for supplying the copies required for each test. The instructor's name and class are **required** on all tests. Please inform your students of the following testing policies: NO tests will be given without some form of photo identification, and NO tests will be given out any later than one hour prior to when the testing center closes.

Instructor Name:	Phone:	Email:
Course Name:	Course Number:	
Test Name:	Section Number(s):	
Open Date:		
Close Date:		
# of Tests on File:		
# Expected to Test:		

Standard testing procedure is as follows: No books or notes will be allowed in the testing room and tests are not to be timed. Please check all items below that apply to your test:

	Use Answer Sheet
	Student may write on test
	Student may use calculator – <input type="checkbox"/> Basic <input type="checkbox"/> Scientific <input type="checkbox"/> Graphing (<input type="checkbox"/> Clear)
	Student may use scratch paper <input type="checkbox"/> Attach <input type="checkbox"/> Mail <input type="checkbox"/> Destroy
	Blackboard Test – Password:
	Approximate time to complete test:
	Special Instructions:

Name of person(s) authorized to pick up the tests (Individuals whose names are not listed will **NOT** be allowed to take possession of the tests):

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