

**Allen College
Test Proctoring Form**

Instructor Name: _____

Course Name & Number: _____

Student Name: _____

Time Limit: _____

Date Student Must Complete By: _____

Open Books/Open Notes Yes _____ No _____

Testing Tools Allowed: ___None ___Calculator ___Open Notes ___Books

 ___Dictionary ___Scratch Paper ___Computer

 ___Highlight Pen ___Other

Special
Instructions: _____

Please instruct students to bring pencil/pen, calculator, and any other materials they may need to complete the test.

**LIBRARY STAFF IS NOT RESPONSIBLE FOR STUDENT PURSES,
BACKPACKS, OR OTHER PERSONAL BELONGINGS.**

Date and time student contacted library staff to arrange for testing:

Date: _____ **Time:** _____

Date and time scheduled for testing: _____

Signature of library staff member contacted by student: _____

To be completed by proctor on date of test:

DATE & TIME TEST PROCTORED:	
PROCTOR'S SIGNATURE:	