

Date Dropped Off : _____

If the student has less than a week to take this test, indicate the available dates

HERE: _____

RPCC Library Services Proctored Testing Request

**This form must be completed and attached to each test.
ANY TEST NOT TAKEN A WEEK AFTER BEING DROPPED
OFF, WILL BE SHREDDED**

Instructor _____

Phone Number _____ E-mail _____

Course _____ Section _____

Test Name/Identifier _____ Max time allowed for test _____

A. Write the full name of the student authorized to take the test in the space below. Also, write the student's name on the corresponding test.

FULL NAME: _____

Identification is required to take any proctored test.

B. Check the box next to each applicable statement.

- Student is allowed to leave the room during testing - -
- Student is allowed to write on the test - - -
- Student must use the instructor-supplied Scantron answer sheet -
- Student must use the instructor-supplied non-scannable answer sheet
- Student is allowed to use a calculator (silent and battery operated)
- Student is allowed to use math or statistics tables - -
- Student is allowed to use the Periodic Table - - -
- Student is allowed to use notes - - - -
- Student is allowed to use their open textbook - - -
- Student is allowed to use scratch paper - - - -
- Student must return scratch paper with test - - -

Other materials/instructions _____

C. Special Needs: Extended time. Assistance reading the test.

Please provide description of other special requirements:

Both pages 1 and 2 of this form MUST be submitted with the test.
All individual tests must be paper-clipped to their corresponding *Proctored Testing Request* form. No exceptions.

RPCC Library Services Proctored Testing Service Faculty Requirements for Submitting and Collecting Tests

To ensure that tests are processed accurately, please take note of the following requirements:

I. PREPARING TESTS FOR USE IN LIBRARY SERVICES

- a. ***Label all tests with the instructor's name, the course name and section number, and the test name or number.*** Library Services will use this information for filing an instructor's tests.
- b. Inform all students they **must** make an appointment **and take their tests** within a week of the test being dropped off to the Library.

II. SUBMITTING TESTS TO LIBRARY SERVICES

- a. A completed *Proctored Testing Request* form **must** be paper-clipped to **each** individual test.
- b. Submit tests **at least one day** before the student's appointment. This allows Library Services time to prepare for issuance to students and to ensure strict adherence to faculty testing requirements as indicated on the *Proctored Testing Request* form.
- c. ***Any test not accompanied by and paper-clipped to an official Proctored Testing Request form will not be accepted.***
- d. ***Any test not taken after one week from being dropped off will be shredded.***

III. COLLECTING TESTS FROM LIBRARY SERVICES

- a. Each faculty member is assigned a pick-up folder in which all completed tests and related information will be placed.
- b. Faculty must pick up the completed tests from Library Services. Faculty ID may be required.

IV. ACADEMIC INTEGRITY

- a. Library Services will **not** accept any *Proctored Testing Request* forms or tests from a student. We will not give the student the opportunity to alter the form or test before the proctored exam.
- b. Library staff will not create, copy, or alter any test or the instructions on the *Proctored Testing Request* form without explicit permission from the instructor.

Library Services Use Only (Below this Line)

Student signature _____ Identified by proctor or instructor.

Proctor's signature _____ Identified by picture ID.

Start time _____ End time _____ Date _____

Faculty pick-up signature _____ Date _____