

# Test Proctoring Center Request

<b>Instructor Name:</b>	<b>Course:</b>
<b>Email:</b>	<b>Phone:</b>

Tests will be held in the proctoring center until retrieved by the instructor.

## Proctoring Instructions

Check the conditions for administering the exam.

No Notes Allowed

No Calculator Allowed

Notes Allowed (specify):

Calculator Allowed (specify):

*(Please note that many calculators can be programmed with notes, symbols, and programs)*

Extra Scratch Paper

Time Limit

Time Allowed:

(Start and end time will be recorded on the student's test)

*Monitoring timed tests is the student's responsibility.*

## Special Instructions:

### Cheating:

It is Test Proctoring Center policy that a test will be stopped if a student is observed cheating, or using a cell phone or any other unapproved resource.

An incident report will be written and attached to the test. It is the instructor's responsibility to follow up. TPC staff will also forward a copy of the incident report to the Vice President of Student Services.

If you have any questions, please contact Test Proctoring staff at (360) 442-2571 or email to [testproctor@lowercolumbia.edu](mailto:testproctor@lowercolumbia.edu)

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