



# Proctored Exam Instruction Form

Website: [www.pcc.edu/resources/testing](http://www.pcc.edu/resources/testing)

Cascade Testing Center	(SSB 204)	(971) 722-5234	testing.ca@pcc.edu
Newberg Testing Center	(Rm 101A)	(971) 722-8604	newberg.center.testing@pcc.edu
Rock Creek Testing Center	(Bldg 9-118)	(971) 722-7523	testing.rc@pcc.edu
Southeast Testing Center	(SCOM 118)	(971) 722-6277	testing.se@pcc.edu
Sylvania Testing Center	(CC 212)	(971) 722-4131	testing.sy@pcc.edu

*Instructor Information and Responsibilities* Proctored Exam services should be used **only** when students cannot attend regularly scheduled tests with the instructor.

**All students must provide valid photo identification.**

Due to limited seating, **no more than four students per instructor** may be tested at any one Proctored Exam time period.

**Instructors are required to fully inform the student on what is expected of them when they utilize proctored testing.**

*Test Information* Instructor \_\_\_\_\_ Phone: \_\_\_\_\_

Course \_\_\_\_\_ Email: \_\_\_\_\_

*Exam Instructions* Max time limit \_\_\_\_\_ Exam title \_\_\_\_\_

Exam deadline \_\_\_\_\_

Circle all that apply

Books allowed? Scantron(s)? Calculator? grf/sci?

Notes allowed? Blue book(s)? Exam page count? \_\_\_\_\_

*Mark return option* \_\_\_\_\_ Send via campus mail to (2+ business days return) \_\_\_\_\_

\_\_\_\_\_ Hold for instructor pick-up

\_\_\_\_\_ Scan/email/hold \_\_\_\_\_ Scan/email/send to \_\_\_\_\_

*Special Instructions* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Students full names* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_