# Proctored Testing Information Sheet for Instructors

Faculty members submitting a test/quiz MUST complete this form and attach it to the exam/quiz ELECTRONICALLY*  
**SUBMIT AT LEAST 3 BUSINESS DAYS IN ADVANCE OF EXAM DATE**

1. Student’s name: ____________________________
2. Instructor’s name: ____________________________
3. Direct contact number: ____________________________
4. Course prefix and number: ____________________________
5. Date and time exam/quiz needs to be taken: ____________________________
6. Amount of time allowed for students to take exam/quiz in class? ____________________________
7. Instructions *(please check ALL that apply)*  
   - [ ] CLOSED Book  
   - [ ] Scratch paper allowed  
   - [ ] OPEN Book  
   - [ ] Calculator may be used  
   - [ ] Notes may be used  
   - [ ] Other instructions: ____________________________

8. ** The student will need the following materials to take the exam: *(check all that apply)*  
   - [ ] Computer software / program  
   - [ ] Slides  
   - [ ] Video  
   - [ ] Specimens  
   - [ ] Other  

** Instructor will provide these items unless otherwise arranged with Yvonne Rascon or Alex Purchase.**

* Instructor: Attach this form electronically to the exam or quiz and submit them to: exam@coconino.edu. The test will be returned to your faculty mailbox upon completion. If you have any questions about this testing process, please contact Taylor Smith x4377 or Alex Purchase, x4243

---

**For Disability Resources and Testing Use Only**

Received by: ____________________________  
Proctor: ____________________________  
Start Time: ____________________________  
Completion Time: ____________________________  
Date Returned to Instructor: ___ / ___ / ___  
Comments to the instructor: ____________________________  

---