

# 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 Jarrett Stoll or Noah Hayes-McKeirnan

\* **Instructor:** Attach this form electronically to the exam or quiz and submit them to: [exam@coconino.edu](mailto: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 Jarrett Stoll at 928-226-4243 or Noah Hayes-McKeirnan at 928-226-4377

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*For Disability Resources and Testing Use Only*

Received by: \_\_\_\_\_ Start Time: \_\_\_\_\_

Proctor: \_\_\_\_\_ Completion Time: \_\_\_\_\_

Date Returned to Instructor: \_\_\_\_\_

Comments to the instructor:

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