

Cañada College

Learning Center / DSP&S

Instructions for proctoring exams in the Learning Center / DSP&S

This form should be completed by the instructor before exam is given so that we can administer the test in the most appropriate way.

Learning Center / DSP&S staff will:

	YES	NO	
check student's ID	<input type="checkbox"/>	<input type="checkbox"/>	
keep student's backpack during exam	<input type="checkbox"/>	<input type="checkbox"/>	
time the exam (specify time) _____	<input type="checkbox"/>	<input type="checkbox"/>	Staff initials _____
collect scratch paper after test	<input type="checkbox"/>	<input type="checkbox"/>	time began _____
let students keep completed exams	<input type="checkbox"/>	<input type="checkbox"/>	time finished _____

Student may use:

	YES	NO	
calculator	<input type="checkbox"/>	<input type="checkbox"/>	
notes (specify number of pages) _____	<input type="checkbox"/>	<input type="checkbox"/>	8 1/2 by 11 both sides
book (specify title) _____	<input type="checkbox"/>	<input type="checkbox"/>	
dictionary	<input type="checkbox"/>	<input type="checkbox"/>	
blue book (check that sheets are blank)	<input type="checkbox"/>	<input type="checkbox"/>	

Student may not:

use any hand held devices (cell phone, PDA, etc.)
take a bathroom break for longer than 5 minutes

After exam instructor will:

pick up exam (specify date) _____

Other instructions: _____

Instructor's name: _____

Course number: _____