

Proctoring Request Form

Instructor: Proctoring is provided in the Testing Center, Room 3140, to individual students on a walk-in basis. We do not accept assignments with exams. Please attach this form to each test you would like proctored in the Testing Center, and place the test in the folder with your name on it in Room 3140.

Please remind students: Students using the Testing Center on a walk-in basis are responsible for ensuring that they have the full test time allowed and are familiar with the Testing Center Rules found on our website. Testing Center hours are posted below, at www.saintpaul.edu/admissions/TestingCenter and outside of Room 3140. **Thank you!**

Student Name: _____ Dept./Course: _____
 Student Tech ID: _____ Exam: _____
 Instructor Name: _____ Instructor email: _____
 Mandatory start date/time (if applicable): _____ Exam Deadline: _____

Time Allowed: Hour(s): _____ Minute(s): _____

Student allowances (check all that apply):

Scantron:	Yes	No
Blue Book(s):	Yes	No
Textbook(s):	Yes	No
Calculator:	Yes	No (calculators not provided)
Notes (if yes, please explain):	Yes	No

Notes:

TESTING CENTER HOURS (ROOM 3140)	
Monday – Thursday	9:00 a.m. – 4:00 p.m. final check-in (room closes at 6:00 p.m.)
Friday	9:30 a.m. – 2:00 p.m. final check-in (room closes at 3:30 p.m.)
Saturday	CLOSED
<p>Note: Closed holidays. Modified hours when school is not in session, and as posted at www.saintpaul.edu/admissions/TestingCenter. Questions? Please email testing.center@saintpaul.edu.</p>	

Staff use only

Proctor: _____ Start _____ End _____
 Room/Seat: _____ Date of Exam: _____ Time: _____ Time: _____
Instructor will pick up exam