

Request for Test Proctoring Central Arizona College Testing Services

[Please send completed requests to: testing@centralaz.edu](mailto:testing@centralaz.edu)

Online and Hybrid Instructors are encouraged to use the testing tools in Blackboard. This is due to the high volume of students using testing centers and to reduce paperwork, speed delivery, and increase security.

Instructions:

1. **Notify student(s) of the following:**
 - a. Test availability, deadline, and allotted time
 - b. Testing center locations, hours, and phone numbers
 - c. Make appointments 3 to 4 days in advance
2. **The following must be completed before testing center staff may proctor the test. Please fill out this form and send it to the email address at the top of the page.**

Instructor:			
Instructor's Campus:			
Day Phone/Alternative Phone Numbers:			
Course Number:			
Course Name:			
CRN:			
Test Description (Chap-1, Quiz-3, Final, etc):			
Start Date of test availability:			
Last date of test availability:			
Minutes Allowed for test:			
Approved formula sheet:			
Online test password: (case sensitive)			
Calculator Allowed:			
Textbook allowed:			
Charts or Notes Allowed:			
Test Format:			
Scratch Paper Allowed (# of sheets):			
Disposition of Scratch Paper			
Authorization for Online Learning Support to reset the exam:			

3. **Comments and Special Instructions:**

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4. **** Additional Instructions for PAPER Tests**
 - a. Instructor must provide a separate copy of each test, for each student. Please send your test in a timely manner, and call the testing center to make certain the test is ready for your students. You may need to poll your students to determine which site each student will be using.
 - b. Please include course name, CRN, test name and instructor's name on the test and materials.

5. **Please complete the following for Paper Exams:**

Please indicate the number of test copies you are sending to individual campuses	AVC	CCC	CGC	FLO
	MAR	STC	SMC	SPC
Disposition of Paper Test:	Scan & Courier ▼			
Student May Write on Paper Exam:	Yes ▼			