# Proctored Test Instruction Form

*This form may be printed and attached to a paper test or submitted for an online test. Each test to be proctored must have an instruction form.*

## LOCATION

These instructions are for a test that will be taken at:

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**Quincy Campus**, LRC, Room B131, testing@jwcc.edu, Contact: Becky Will 217.641.4527

**Southeast Education Center**: **TESTING BY APPOINTMENT ONLY**. Contact: Jaclyn Baker 217.641.4570

**Mt. Sterling Center**: **TESTING BY APPOINTMENT ONLY**. Contact: Jeanne Yingling 217.641.4144

**Ag Center**: **TESTING BY APPOINTMENT ONLY**. Contact: Ben Neisen 217.641.4558

## INSTRUCTOR INFORMATION

Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor may be contacted at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Phone #’s will NOT be shared with students.***

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## TEST INFORMATION

Student Name(s) [Attach a separate list if needed]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Test to be Taken (e.g. Chapter 2, Exam #1, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Test Dates: Beginning\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending/Must be completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Paper Test:

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Online test: The test is accessed at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PASSWORD needed by Proctor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions:

Open Book: YES / NO Notes Allowed: YES / NO

Calculator Allowed: YES / NO

Time Limit: \_\_\_\_\_\_\_\_\_\_\_

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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