# 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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