

Faculty Checklist for Proctoring

Faculty Name _____ Course _____

Cell Phone# _____

Number of Students who will take the test/exam _____

Exam may be taken from (date) _____ until _____

Exam must be completed in _____ hours.

During the exam:

Does the test/exam require a password? Yes No

(Please specify password: _____)

Does the student need Internet access other than Blackboard/Moodle? Yes No

(Please specify site : _____)

Does student need access to any other program/software during the test/exam (e.g. Excel)? Yes No

(Please specify program: _____)

The student may use (check all that apply)

Pen Pencil Scantron Sheet Calculator Notes

Textbook Previous Exams

Other items the student may use (please be specific) _____

Students are allowed to talk to each other during test/exam. Yes No

Notes:

Instructors are responsible for retrieving completed tests/exams from the library. Please remind students to bring a photo ID to the library.

For information on off campus proctoring for a distance learning student contact Penny Sermons, 6243.

Bccc7/26/10