

Request Proctored Test from NCMC Library & Testing Center

(This form is for NCMC Instructors. Please submit this proctor request each time you test.)

****PLEASE INFORM STUDENTS THEY MUST SHOW ID TO TEST****

Return this completed form to NCMCTestingCenter@mail.ncmissouri.edu, interoffice mail, or drop it by GH111.

Testing Center Information

1. Testing Center rules <https://www.ncmissouri.edu/library/proctored-test-request/> *****Please see included Testing Room Early Closing Policy*****
2. If student does not have ID, proctor will attempt to contact instructor. If proctor cannot contact instructor, library staff will take picture of student & send to instructor.
3. If a student is suspected of cheating, library staff will follow instructor's instructions below. The recorded segment will be saved until the end of the following semester.
4. At this time, IT believes unsaved testing room recordings will be available for at least 2 weeks from date test taken.

Instructor Information

Instructor Name:	Instructor Phone (Where you can be reached by the proctor if needed. Confidential.):
Instructor Email:	<input type="checkbox"/> Text me as well

Test Information

Course Title:	Course Number and Section:
Test Name:	Time Limit:
Test Availability Beginning Date:	Test Availability Ending on Date:
Test Format: <input type="checkbox"/> Computer <input type="checkbox"/> Paper (attached) Password: Access information:	<input type="checkbox"/> Online class <input type="checkbox"/> On campus class <input type="checkbox"/> Fall <input type="checkbox"/> Intersession <input type="checkbox"/> Spring <input type="checkbox"/> Summer Student's first and last name or class roster attached:
Resources for student use: <input type="checkbox"/> Book – title and author <input type="checkbox"/> Instructor provided reference sheet (title): <input type="checkbox"/> Class notes <input type="checkbox"/> Scrap paper <input type="checkbox"/> Calculator – specify model: <input type="checkbox"/> Student can use internet sources in addition to paper/pencil test or software tests (Hawks) <input type="checkbox"/> Accommodations for students with disabilities (must be made by instructor prior to testing; if test needs to be read to student, student needs to schedule): <input type="checkbox"/> White board <input type="checkbox"/> Notecard w/student notes, size ____ <input type="checkbox"/> Other:	Return exam: <input type="checkbox"/> Not applicable <input type="checkbox"/> Interoffice mail –tests will be placed in Geyer mailboxes by 4:30pm Friday (remaining blank tests will be placed in mail after test end date) <input type="checkbox"/> Hold for instructor pick-up (remaining blank tests will be placed in mail after test end date or the Friday after end date) <input type="checkbox"/> Other: If student is suspected of cheating (mark one): <input type="checkbox"/> Address the student, collect paper/close computer test, alert instructor <input type="checkbox"/> Do not address student, allow student to complete test, alert instructor after test is completed

Other special instructions:

Instructor Signature:

Date:

Revised 9/11/2020