

TESTING REQUEST FORM

Proctoring Service Request Form for **ONLINE EDUCATION (OE)** Tests

Please submit the form as soon as possible, even if the exam is not yet ready. You may also send future tests/quizzes that will be taken throughout the semester. Once the exam is ready, it may be emailed or hand delivered. All requests must be received by 7:30am to ensure same day processing. Testing request forms and exams may be emailed to testingcenter@citruscollege.edu.

Directions: Please fill out this form completely. If you have any questions, please call 626-914-8570 or stop by P1 109.

Course Name and Number (Ex. Bio 105):

Instructor Name:

Phone #:

Email:

Number of Student(s):

Opening Date:

Closing Date:

Name/Number of Test (Ex. Test 3):

Mode of Exam:

Paper Canvas

Exact name of test on Canvas:

If applicable, password on Canvas:

Student MUST have:

Scantron Bluebook Other:

Student may use:

Graphing calculator Scientific calculator 4-Function calculator Dictionary

Scratch paper Notes Textbook Computer Index card, size: _____

Other:

Additional Test Instructions:

Note: Any additional information not already on exam will go here. This could include information for the student or for our staff.

Allotted Time: Hours: _____

Minutes: _____

When Test is Completed:

Hold for Me Student to Carry Send I/O Mail