

Testing Services Proctor Request form

Oregon City Office Hours: Monday-Friday 8am-5pm: testing@clackamas.edu (503) 594-3283

Harmony Office Hours: Monday-Thursday 9am-6pm, F 9am-5pm: testing.harmony@clackamas.edu (503) 594-0636

Wilsonville Office Hours: Monday-Friday 8am-5pm: testing.wilsonville@clackamas.edu (503) 594-0940

Note: All students are required to show photo ID prior to testing. No food or drink is allowed in Testing.

Test Information					
Student's Name			Instructor's Name		
Course Name			Phone Number (For proctor questions)		
Time Allowed			Start Date:		End Date/Time:
Materials Allowed - No Phones or electronic devices are allowed in testing rooms					
Please check all that apply:			Please check all that apply:		Please provide Additional Instructions for Accommodations and Private Room request.
Open Notes			Scantron		
Open Books			Bluebook		
Calculator			Accommodations		
Scratch Paper			Private Room		
Break/Restroom Exceptions: Not allowed on test 3 hours or less		If student needs a reader as part of exam, please provide exam to testing office in electronic format a week before test date.			
Additional Instructions:					
Completed Tests:					
You or your staff designee may pick up the test after the end date and time has passed. In order to maintain test integrity, tests will not be released to students, mailed or scanned.					
Please select your preferred pick up method:					
I will pick up the exam after the end date/time.					
My TA or Admin. Assist. will pick up the exam. TA or Admin Name (ID required):					
Exam will be picked up after instructor receives notification from the student.					

Academic Dishonesty: In the event that cheating is suspected, the testing center staff will immediately end the exam and notify the instructor.

Additional Notes:

- Testing Services provides testing accommodations for students registered with the Disability Resource Center when the faculty are unable to provide accommodations in the classroom environment.
- Proctoring for make-up exams is dependent upon space availability.
- Testing Services does not accept homework or other outside assignments.

Testing Services Use Only					
Date	Proctor	Seat	Start	End	Comments: