



## Proctor Request Form

### Proctoring Services by APPOINTMENT ONLY

Proctored testing is available by appointment only for CCC students. CCC instructors can set up a proctored test by completing this form. Once this form has been received by the office, the student can call or email the identified testing center and set up an appointment for a date/time to complete the test.

Oregon City: [testing@clackamas.edu](mailto:testing@clackamas.edu) (503) 594-3283    Harmony: [testing.harmony@clackamas.edu](mailto:testing.harmony@clackamas.edu) (503) 594-0636  
 Wilsonville: [testing.wilsonville@clackamas.edu](mailto:testing.wilsonville@clackamas.edu) (503) 594-0940

Test Information		
Student's Name	Instructor's Name	
Course Name	Instructor's Phone Number <i>(For proctor questions)</i>	
Time Allowed	Start Date:	End Date/Time: /
Materials Allowed:	Additional Requests:	
<i>Please check all that apply:</i> <input type="checkbox"/> Open Notes <input type="checkbox"/> Open Books <input type="checkbox"/> Calculator <input type="checkbox"/> Scratch Paper <input type="checkbox"/> Scantron <input type="checkbox"/> Bluebook	<i>Please check all that apply:</i> <input type="checkbox"/> Break/Restroom Exceptions: Not allowed on test 3 hours or less <input type="checkbox"/> Private Room <input type="checkbox"/> Accommodations: Please provide additional instructions in the "additional instructions" box below. If the student needs a reader as part of their exam, please provide exam to testing office in electronic format a week before test date.	
Additional Instructions:		
Completed Exams - Please select your preferred pick up method:		
<input type="checkbox"/> I will pick up the exam after the end date/time. <input type="checkbox"/> Please email the completed exam to (your email address): _____		

**Additional Info:**

- In the event that cheating is suspected, the testing center staff will immediately end the exam and notify the instructor.
- Testing Services does not accept homework or other outside assignments.
- All students are required to show photo ID prior to testing.
- No food or drink is allowed in testing rooms.

Testing Services Use Only					
Date	Proctor	Seat	Start	End	Comments