

Cañada College Learning Center

Instructions for proctoring exams in the Learning Center

This form should be completed by the instructor before exam is given so that we can administer the test in the most appropriate way.

LEARNING CENTER STAFF WILL:	YES	NO		
Check student's ID				
Keep student's backpack/bags during exam				
Time the Exam (specify time)			Staff Initials	
Collect scratch paper after test			Time began	
Let students keep completed exams			Time finished	

STUDENT MAY USE:	YES	NO		
Calculator				
Notes (specify number of pages)			No. of Pages	
Book (specify title)				
Dictionary				
Blue Book (check that sheets are blank)				

Book Title if applicable: _____

STUDENT MAY NOT:

- Use any hand held devices (cell phone, PDA, etc.)**
- Take a bathroom break for longer than 5 minutes.**

AFTER EXAM INSTRUCTOR WILL:

Pick up exam (specify date): _____

OTHER INSTRUCTIONS:

Instructor's name: _____

Course Number: _____ Contact Number: _____

EXAMS WILL NOT BE RETURNED VIA CAMPUS MAIL