



# Exam Proctoring Form Fallbrook Education Center

Prof. /Instr. Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Course Title: \_\_\_\_\_ Exam Name: \_\_\_\_\_

Exam Date & Time: \_\_\_\_\_ Exam Duration: \_\_\_\_\_

Exam time pending on student availability? Yes  No

*\*Note: Exam will not be administered after this date and time\**

DRC Student: Yes  No

### Student may use the following (Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Graphing Calculator                              | <input type="checkbox"/> Blue / Green Book |
| <input type="checkbox"/> Scientific Calculator                            | <input type="checkbox"/> Notes             |
| <input type="checkbox"/> No Calculator                                    | <input type="checkbox"/> Books             |
| <input type="checkbox"/> Computer   | <input type="checkbox"/> Dictionary        |
| <input type="checkbox"/> Graph Paper Scratch Paper Number of Sheets _____ |  |

Other: \_\_\_\_\_

### Delivery Method:

- Pick up *\*Professors/Instructors must sign-out exam\**
- FEC Mailbox
- Scan and email

***Please note: \*The TLC will only proctor exams for North on-site courses\****

### Accommodations:

Time: (include adjusted time (i.e. 1.5x or 2x) per Academic Accommodation Form) \_\_\_\_\_

- Alternative Media    Reader    Scribe    Private Room

Note: Students may NOT use their own paper. Students may NOT use their mobile phone, camera, personal music system (MP3 player, iPod), or any other electronic devices during testing.

*\*Please note accommodations must be approved by a Disability Resource Center Counselor.*

**Students please read and sign the following before beginning the exam:** I have read, and I understand the instructions for taking this exam. I also understand that there is a time limit on this test, it is my responsibility to turn the test in on time, and that all testing ends 15 minutes before closing time. I understand that I must turn in my test, all scratch paper (if allowed), pre-approved notes (if allowed) and this form to the proctor. Exam proctoring is available at the TLC Fallbrook from 8:30 AM to 1:00 PM and 2:00 PM to 4:30 PM.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Student Initials: \_\_\_\_\_