Sierra College Testing Center Proctor Form: Distance Learning

Testing Center Policies. Please Read:
- All exams must be printed and delivered to the Testing Center with a completed proctor form prior to beginning test date.
- Finished exams must be picked up by the instructor at the end of the testing window.
- The Testing Center does not allow the use of lap tops, cell phones, head phones, electronic dictionaries or other electronic devices for testing.
- Each student must present a Sierra College Student ID card.
- Each DSPS student must present a Sierra College Student ID card and a DSPS accommodation form.

Proctoring instructions:

Today’s Date___________________
Instructor’s name ____________________________
Date test begins ____________________________
Date test ends ____________________________
Class ____________________________

How much time is the class allowed for the test? ______

Resource Materials Allowed
☐ No resource materials allowed
☐ Scientific calculator
☐ Graphing calculator
☐ Dictionary
☐ Scratch paper
☐ Books
☐ Notes
☐ Other

Answer Materials Required
☐ None – Answer on Exam
☐ Bluebook
☐ Scantron (specify type) ____________
☐ Other ____________________________

Additional instructions:
___________________________________________________________
___________________________________________________________

☐ [ ] LNH 2015