# OREGON COAST COMMUNITY COLLEGE

## Proctoring Information Form
### *Missed Exam/Special Accommodations*

Students wishing to use the proctoring services of the Testing Center for a missed in class exam or students needing authorized testing accommodations, should call the Testing Center at (541) 867-8505 as soon as they receive a syllabus or exam schedule. Appointments to have a test proctored are required and **need to be made a week in advance**.

Instructors:    Please fill out this form and return it to the Testing Office attached to exam materials.   If more than one student is taking the exam, please label each exam with the name of the student.

Instructors Name_____

Course Name and #_____

Exam Title (ie: 1st, Midterm, Final)_____

Closed Book/No Notes_____ Open Book/Notes Allowed_____

Time Limit_____ Other_____

Deadline to take the exam_____

Return Mode? You Pick-up_____ We Mail_____

Instructor's Mailing Address_____

_____

Instructor's Day Phone #_____

Instructor's Fax #_____

Instructor's E-mail_____

Student's Name(s)_____

Student's Day Phone # (s)_____

Notes or
Comments_____

_____

_____

Date Received_____ Date Test was Taken_____

Dana Gallup
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Assessment/GED Examiner
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