**Taft College Testing Center**

**Test Instruction Form**

*This instruction form is for distance learning, test accommodations, and make-up tests.*

*To help us provide you with professional, error-free proctoring services, please complete and attach this test instruction form to all proctoring requests. Thank you*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Instructor: |  |  | Course: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Phone Number: |  |  | Test Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Start Date: |  |  | Test Expiration Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. copies of test attached: |  | Student list attached? | YES | NO |

***Make-up Tests:*** Please provide enough copies of the test so that all the make-up students can take it simultaneously.

***Distance Education Tests:*** Please provide an adequate number of copies of the test and a list of students expected to take the test.

**Special Instructions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Length of test **without accommodations** (hours/minutes): |  |  |  |  |

(All tests are date and time stamped when test is completed.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date and time stamp when test begins? | | YES | NO | | | |
| Pull test when time is up? | | YES | NO | | | |
| Bathroom/water breaks allowed? | | YES | NO | | | |
| Open book? | | YES | NO | | | |
| Notes allowed? | | YES | NO | | | |
| Notes turned in with test? | | YES | NO | | | |
| Scratch paper allowed | | YES | NO | | | |
| Scantron required? | | YES | NO | | | |
| Blue book required? | | YES | NO | | | |
| Essay sheet(s) required? | | YES | NO | | | |
| Calculator allowed? | | YES | NO | | | |
| Electronic dictionary/translator allowed? | | YES | NO | | | |
| Cell phone or computer use allowed? | | YES | NO | | | |
| Other instructions or information: |  | | |  |  |  | |
|  | | | | | | |
|  | | | | | | |