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 accomodations (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 |
| 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 |
| | | |

Other Instructions or Information: