

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: _____

