



# TAFTCOLLEGE

## Test Instruction Form

This instruction form is for distance learning

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

Special Instructions:

Length of time to allow each student for the test (hours/minutes): \_\_\_\_\_

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

Bathroom/water breaks allowed?	Yes	No
Open Book?	Yes	No
Notes allowed?	Yes	No
Scranton required?	Yes	No
Essay sheet(s)	Yes	No
Calculator allowed?	Yes	No

**Further comments or instructions below:** \_\_\_\_\_

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