

TEST/EXAM PROCTORING FORM

East Georgia State College- Augusta

E-mail: Rendell Cordova at rcordova@ega.edu

Instructions:

1. MUST provide all material at least **48 hours** before requested proctoring.
2. Complete a TEST/PROCTORING FORM for each student taking the test/exam (Forms located in ACE, Payne Hall Administrative Office, & Online).
3. Attach the form to a copy of the test/exam.
4. For Swainsboro and Statesboro faculty, please email the proctor form and test to rcordova@ega.edu and cc: cblankenship@ega.edu. For Augusta faculty, please place the documents in an interoffice envelope with your name, course number, and the student's name then bring it to the Administrative Office in Payne Hall.
5. Make sure that the student(s) do the following for testing:
Students must come prepared to take the test/exam. That includes bringing all essential materials such as pencils, pens, paper, calculators, etc. These materials will only be provided by the ACE if the student does not bring them. The students should be encouraged to bring their own. Use of cellphones and electronic devices will not be permitted during the test/exam.

ALL TESTS/EXAMS WILL BE DONE IN THE ACE (GALLOWAY HALL ROOM 208) AND NO TEST/EXAM WILL BE GIVEN AFTER 3:00PM ON MONDAYS THROUGH THURSDAYS. ON FRIDAY, NO TEST/EXAM WILL BE GIVEN AFTER 1:00PM. IF A STUDENT CANNOT MAKE A SCHEDULED TIME, THEY WILL NEED TO CONTACT RENDELL CORDOVA AT rcordova@ega.edu 48 HOURS IN ADVANCE TO SEE IF OTHER ARRANGEMENTS CAN BE MADE.

FACULTY INFO: Instructor's Name _____

Phone #: _____ Faculty email: _____@ega.edu

TEST/EXAM INFO: Student's Name _____

Date of Test/Exam: _____ Time to Start Test/Exam: _____

Check all allowable materials/alternate format/accommodations:

_____ None _____ Formula/Tables _____ Calculator _____ Blank Paper
_____ Open Books _____ Open Notes _____ Cheat Sheet _____ Scantron
_____ Blue Book _____ Computer _____ Tape Recorder _____ Assistive Tech.
Type of Test: _____ ADA Accommodations _____ Make-Up _____ Online Class

Additional Approved Material/Instructions: _____

OFFICE ONLY:

Date Test/Exam Given: _____ Given by: _____