

Test Proctoring Form

Academic Center for Excellence (ACE)-Swainsboro

Please Submit Test Proctoring Form to: testing_swainsboro@ega.edu

Contact: Jeff Waller, ACE Testing Coordinator, at 478-289-2151

Instructions

- 1) Students must come prepared to take the test. This includes students bringing the necessary items required to take the exam, including Student I.D., writing tools, and calculators.
- 2) Return this form to the ACE at least 1 business day before the requested test date. For midterms and finals, please reserve well in advance.
- 3) Please attach the exam and a class roster (if applicable) to this form.
- 4) Submit to testing_swainsboro@ega.edu
- 5) Please refrain from scheduling exams between 12:00 p.m. and 1:00 p.m. The last exam of the day must start no later than 3 pm and must be completed by 5 pm, Monday-Friday.

Faculty Information

Instructor's Name: _____

Phone #: _____ Email: _____@ega.edu

Exam Information

If exam is being proctored for one student list, the student's name _____

***If exam is being proctored for an entire class, please attach a roster. ***

Dates of Exam _____ Time student(s) will start and end exam _____

Total exam time _____

Check all allowable instruments/alternative format/accommodations:

___ None ___ Formula/Tables ___ Calculator ___ Blank Paper

___ Open Books ___ Open Notes ___ Cheat Sheet ___ Scantron

___ Blue Book ___ Computer ___ Tape Recorder ___ Assistive Tech

EGSC OFFICE USE ONLY

Date exam is given _____

Exam given by: _____

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Type of Test: ADA Accommodations Make-Up Online Class

Additional approved materials/special instructions: _____

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Exam Delivery Information

Exam will be hand-delivered to the ACE by instructor by 3:00pm the day before the test.

Exam will be emailed to the ACE by 3:00pm the day before the test.

Exam will be delivered online through D2L or another website. Is the exam password protected? Yes No If yes, please list the password _____

Exam Return Information

Instructor will pick up the completed exam.

Completed exam will be returned through interoffice mail. _____

(office # and location)

Exam will be scanned and emailed to instructor.

EGSC OFFICE USE ONLY

Date exam is given _____

Exam given by: _____