Faculty Form for Proctoring Exams

NWFSC faculty should submit this form for students who need to complete an assignment in a proctored environment.

Instructor Information
Instructor name: _______________________________ Date: _______________________________
Instructor email address: ________________________ Instructor phone number: _____________________

Student Information
Student name: ____________________________________________
Test name: _____________________________________________
Course number and section: ________________________________

Exam Information
Time limit: ___________________________ Testing timeframe: from: ____________ to: ____________
☐ Written exam: exam is attached
☐ Computer-based exam: ____________________________
(provide location and password)

Other notes for the proctor: ________________________________

Allowed Student Resources
☐ Calculator
☐ Scratch paper
☐ Textbook
☐ Notes
☐ Computer with internet access
☐ Distraction-reduced environment
☐ Other (please specify) ____________________________________________

Exam Return Information
☐ Scan and email to the address listed above
☐ Interoffice mail – office location: ________________________________
☐ Instructor Pick-up
☐ Other: _______________________________________________________________________

For Testing Proctor Use only:
Date: ____________ Time in: ____________ Time out: ____________ Proctor initials: ____________
Test returned: Date: ____________ Proctor initials: ____________
Method: Test scanned & emailed/retrieved by instructor/sent by interoffice mail/other:
______________________________________________________________

All proctor forms, tests, and accompanying class rosters should be electronically submitted to
access@nwfsc.edu for dissemination to all testing locations.

Please ensure proctor form is completed in its entirety.