



Geauga and Regional Academic Center

Faculty Test Proctoring Request Form

This form should be used for all faculty or outside schools who need a proctored exam. This form and the exam should be submitted at least one business day in advance from the student's scheduled test date to the Student Services Center or geaugatesting@kent.edu.

Today's Date:

Instructor Information

Name:
Phone:
Email:
Office location:

Course Information

Student Name(s): <small>(if in-class proctoring enter the # of students)</small>
Course name & CRN:

Reason for Exam:

Make-up
 Online class
 SAS
 In-Class
(specify room under Other)

Other (please specify)

Testing location:

Geauga Campus - Burton
 Regional Academic Center - Twinsburg

Test open date:
Test time/Earliest time test can be taken:
Test close date:

Please note that test open and close date may be the same date.

Standard test time (i.e. 60 minutes):
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If SAS, SAS determines total testing time based on the individual student's accommodations.



**Geauga and Regional
Academic Center**

Does the test include math or essay questions (check all that apply)?

Math

Essay

Does the exam need to be taken on a computer or laptop?

Yes

No

If yes, please provide the password and web address:

Do scantrons need to be used?

Yes

No

Aids permitted during the test (check all that apply):

Textbook

Notebook

Notecards

Audio

Scrap paper

Charts, graphs, tables

Calculator (please specify)

Other (please explain)

If on the computer, lockdown browser?

Yes

No

Other instructions:

How would you like to receive the completed exam?

Campus mail

Pick up

Scan/Email

Fax

Please supply number of exams (and scantrons) needed.

Office Use Only

Exam Time Started: _____

Exam Time Finished: _____

Proctor name: _____

Date: _____