

make all testing arrangements (scheduling, room reservations, notifying the student, communicating with the proctor).

The Student Success Center is open Monday-Friday 8am - 4pm; however, proctors' hours are limited within that time frame. Professor and student will be contacted if original time and date cannot be arranged.

*You are welcome to include more than one student per course on this form; however, if you do so, please ensure you specify timing and testing environments accordingly.

Professor Name: _____ Cell Phone: _____

Materials permitted in testing room: ____ no ____ yes

If yes, please specify (i.e. blank paper, calculator, etc.):

If Student Success is providing proctoring, the Professor will email the test and any needed instructions to Student Success *at least* 48 hours in advance.
(initials) _____

Professor Signature _____ Date _____

The student, professor, and proctor(s) will be sent finalized testing information after arranged by Student Success.