

This form is to be completed by faculty of the institution that student is requesting Test Proctoring Services at Monroe County Community College.

Test Proctoring Information

Student Information

Student's Name	Student I.D.
Day Time Telephone	e-mail

Instructor/College Information

Instructor's Name	
Telephone	e-mail
Alternate Contact Person	Telephone
College	
Street Address	City, State, Zip

Test Information

Name of Course		
Test Name/Number	Test Date	Time Limit

Allowable Items (check all that apply)

<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Blue Book
<input type="checkbox"/>	Dictionary	<input type="checkbox"/>	Periodic Table
<input type="checkbox"/>	Class Notes	<input type="checkbox"/>	Ruler
<input type="checkbox"/>	Scantron	<input type="checkbox"/>	Scrap Paper
<input type="checkbox"/>	Text Book (specify title)		
<input type="checkbox"/>	NONE OF THE ABOVE		
<input type="checkbox"/>	OTHER		
<input type="checkbox"/>	SPECIAL INSTRUCTIONS:		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Test Return

Return to
Address

Self-Addressed, Stamped, Envelopes are to be provided either by the student or home college. Test Proctor site is not responsible for associated postage.

Date Tested	Time In	Time Out
Proctor's Signature		
Testing Irregularities/Comments		
Date Materials Returned		

All questions may be directed to:

Monroe County Community College
Testing Center
Founders Hall, Room F-160
1555 South Raisinville Road
Monroe, MI 48161-9746
Phone – 734-384-4255
e-mail - testcenter@monroeccc.edu