

Proctoring Information Form

Missed Exam/Special Accommodations

Students wishing to use the proctoring services of the Testing Center for a missed in-class exam or students needing authorized testing accommodations, should call the Testing Center at (541) 867-8505 as soon as they receive a syllabus or exam schedule. Appointments to have a test proctored are required and **need to be made a week in advance**.

Instructors: Please fill out this form and return it to the Testing Office attached to exam materials. If more than one student is taking the exam, please label each exam with the name of the student.

Instructors Name _____
Course Name and # _____
Exam Title (ie: 1st, Midterm, Final) _____
Closed Book/No Notes _____ Open Book/Notes Allowed _____
Time Limit _____ Calculator _____ yes _____ no
Deadline to take the exam _____
Return Mode? You Pick-up _____ We Mail _____ Fax _____
Instructor's Mailing Address _____

Instructor's Day Phone # _____
Instructor's Fax # _____
Instructor's E-mail _____
Student's Name(s) _____
Student's Day Phone # (s) _____

Notes or
Comments _____

Date Received _____ Date Test was Taken _____

Cheryle Burkhart
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Testing Specialist
(541) 867-8505
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**Students will be asked to show a valid government or school picture I.D.
before testing.**