

Taft College Testing Center Test Instruction Form

This instruction form is for distance learning, test accommodations, and make-up tests.

To help us provide you with professional, error-free proctoring services, please complete and attach this test instruction form to all proctoring requests. Thank you!

Instructor: _____ Course: _____

Office phone number: _____ Test Title: _____

Test start date: _____ Test expiration date: _____

No. copies of test attached: _____ Student list attached? yes no

Make-up Tests: Please provide enough copies of the test so that all the make-up students can take it simultaneously.

Distance Education Tests: Please provide an adequate number of copies of the test and a list of students expected to take the test.

Special Instructions:

Length of time to allow each student for the test (hours/minutes): _____

(All tests are date and time stamped when test is completed.)

Date and time stamp when test begins? yes no

Bathroom/water breaks allowed? yes no

Open book? yes no

Notes allowed? yes no

Notes turned in with test? yes no

Scantron required? yes no

Blue book required? yes no

Essay sheet(s) required? yes no

Calculator allowed? yes no

Electronic dictionary/translator allowed? yes no

Other Instructions or Information: _____
