



Date: ___/___/___

Request for Course Proctoring

This form must be submitted by emailing proctoring@clevelandcc.edu at least 1 week prior to test date.

Testing Date Range: ___/___/___ to ___/___/___

Instructor: _____ Class: _____ Section: _____

Student name(s). (If entire class, you must attach a class roll.)

Is the test paper or online? _____ If online, what is the password? _____
(Passwords will not be disclosed to students)

May the proctor reset the test in case of extreme circumstances? _____

If no, please include the procedure for testing staff if computer malfunctions during a test. _____

Can the student use notes of any type? If yes, specify. _____

Can the student use a book of any kind? If yes, title and author of book?

Additional Instructions? (If this is a timed test, please state time limit)

Students must bring a valid ID and arrive at least 2 hours prior to closing. Proctoring can be scheduled by calling (704) 669-4228 or emailing proctoring@clevelandcc.edu.