



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Request for Course Proctoring

This form must be submitted by emailing [proctoring@clevelandcc.edu](mailto:proctoring@clevelandcc.edu) at least 2 weeks 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](mailto:proctoring@clevelandcc.edu).