

GBC TESTING CENTER

Instructor's Directions for Proctoring Exams

Instructor Information: _____ **Date:** _____

Name: _____ Phone: _____

E-mail: _____ Full-Time Adjunct

Course title and number: _____

Student's Name: _____

Instructor Directions: Please Fill Out this critical section.

1. Time limit is: _____
2. WebCampus password for the proctor is: _____
3. Test must be completed by this date: _____
4. The student may have the following items with him/her in the test area:

Pencil and paper only

Calculator

Blank paper

Computer

Text book

Purse, briefcase, backpack, etc.

Notes

Other: _____

May this student receive help from the proctor? Yes No

Pickup Notification:

Call me

E-mail me

Proctor Use Only:

Student ID checked (circle): Yes No

Date test completed: _____ Time test began: _____ Time test ended: _____

Name of Proctor (print): _____

Proctor's Signature: _____