OREGON COAST COMMUNITY COLLEGE

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_________________ Other__________________________
Deadline to take the exam____________________________________
Return Mode? You Pick-up_________ We Mail_______________
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____________________

Dana Gallup
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Assessment/GED Examiner
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