

College of Southern Idaho – Testing Center

CONFIRMATION # _____

Proctor Sheet

Office use only

Please Note: Each instructor is responsible for supplying the copies required for each test. The instructor's name and class are **required** on all tests. Please inform your students of the following testing policies: **NO CSI tests will be given without a CSI ID.** Other tests photo identification, and NO tests will be given out any later than one hour prior to when the testing center closes.

Instructor Name:	Phone:	Email:
Course Name:	Course Number:	
Test Name:	Section Number(s):	
Open Date:		
Close Date:		
# of Tests on File:		
# Expected to Test:		

Standard testing procedure is as follows: No books or notes will be allowed in the testing room and tests are not to be timed. Please check all items below that apply to your test:

	Use Answer Sheet
	Student may write on test
	Student may use calculator – <input type="checkbox"/> Basic <input type="checkbox"/> Scientific <input type="checkbox"/> Graphing <input type="checkbox"/> (Clear)
	Student may use scratch paper - <input type="checkbox"/> Attach <input type="checkbox"/> Mail <input type="checkbox"/> Destroy
	Blackboard Test – Password:
	Approximate time to complete test:
	Special Instructions:

Name of person(s) authorized to pick up the tests (Individuals whose names are not listed will **NOT** be allowed to take possession of the tests):

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