

## Proctored Test Request Form

Please submit this form to Taylor Smith in Room 103 or Student Services Reception **at least 3 days** before the date of the test. The test cannot be guaranteed unless you submit this form at least 3 days prior to one of these locations.

**\*ALL PROCTORED TESTING MUST BE COMPLETED BY 5PM. IF YOU SHOW UP LATE FOR YOUR SCHEDULED TESTING TIME, YOUR TIME WILL BE DEDUCTED ACCORDINGLY. \***

Your name:

Your email:

Course name:

Instructor's Name:

Date class takes test/quiz:

MM/DD/YYYY

Time class takes test/quiz:

HH:MM

Proctored test/quiz date

MM/DD/YYYY

Proctored test/quiz time:

HH:MM

Additional accommodations needed for this test: