

Test Proctor Form
Danville Area Community College-Assessment Center

Please add student's name below or send a class roster.

Instructor: _____ **Course:** _____

Does your student receive accommodations through Disability Services? Yes No

Student (s)

Exam Date: Start Date _____ **End Date** _____
(Test will be shredded after end date unless otherwise indicated)

Time allowed for test: _____
(Indicate if untimed)

Items students may use:

- Notes
- Note Card
- Books
- Nothing
- Calculator (4 funct)
- Calculator (scientific)
- Other _____

Additional materials to be supplied by instructor or Assessment Center:

- Scan-tron
- Computer
- Essay Paper
- Other _____

Exams will be:

Returned

- Instructor Pick Up
- Campus Mail
- Mary Miller Pick-Up
- E-mail (assess@dacc.edu)
- Fax: _____
- U.S. Mail (Registered) Address: _____

Other comments/special instructions: _____

