



**Monitored Test Instructions – Complete all lines**

- This completed form along with the test must be sent early enough to ensure that all materials are received at least one-week prior to the date the test is to begin.
- Tests for face-to-face classes are not proctored/monitored in the libraries or centers.

Instructor: \_\_\_\_\_ Location of instructor’s office: \_\_\_\_\_  
 Instructor’s email: \_\_\_\_\_ Instructor’s phone: \_\_\_\_\_  
 Course #: \_\_\_\_\_ What days/times does this class meet? \_\_\_\_\_  
 Exact title or number of this test or quiz: \_\_\_\_\_  
 Is this a make-up test/quiz?    YES                      NO

How many tests or quizzes are required at each campus or center location?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hopi</b>	<b>KAY</b>	<b>LCC</b>	<b>PDC</b>	<b>SCC</b>	<b>SPE</b>	<b>STJ</b>	<b>WMC</b>	<b>WRV</b>

- If you wish to provide us a list of students who will be taking the test at each location, include their names at the bottom of this form, or in the body of your email to us.

**Test Dates (must be a minimum of one-full day):**  
**Beginning Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_

- Any test(s) not taken by the last day indicated will be returned to the instructor.
- Location, date, time test began and time test is completed will be indicated on the test by library/center staff.

**Instructions for returning the completed tests to faculty:**

Return paper copy via courier?                      **OR**    Scan/email and return paper copy?

Return the tests as they are completed?  
**OR** Return all completed tests together on \_\_\_\_\_ (give date)  
**OR** Hold completed tests for instructor to pick up on \_\_\_\_\_ (give date)

**NOTE:** No communications are allowed during testing. Unless there are special instructions from the instructor, no resources are allowed, and the test must be completed in one sitting. The instructor will be notified of any non-compliance with instructions or procedures, and this will be noted on the test as well. Library Staff will not comply with any instructions provided by students—no exceptions.

**Click in each box for items allowed during test:**

<input type="checkbox"/> Open Notes	<input type="checkbox"/> Open Book	<input type="checkbox"/> Calculator Allowed	<input type="checkbox"/> Scratch Paper Allowed
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If this is a time-limited test, indicate how many minutes:  
 Indicate any special test instructions:

**No cell phones or any other electronic devices allowed in the testing room (except calculators if indicated above).**