

Durham Technical Community College Proctored Test Cover Sheet

Please print neatly (tests accompanied by illegible or incomplete forms will be returned to the instructor). For additional information, please read make-up testing student or instructor guidelines. Please complete one sheet for **EACH** student, even if several are taking the same exam.

Please Note: The Testing Center does not provide testing accommodations. Students who need testing accommodations should continue to make these arrangements through [Accessibility Services](#), 919-536-7208.

Student's Name: _____

Instructor and Course Information

Instructor's Name: _____

Phone and Email: _____

Course Name, Prefix and Section Number: _____

Test Information

Test name or number _____

Test may be administered between _____ and _____

Non-completed tests will be shredded after end date if not picked up by instructor.

Time allowed _____

Proctor cannot act as time-keeper but will review time allowed with student before administering test.

Materials Required: The Testing Center cannot provide testing materials such as pencils, calculators, scantrons, etc.

Materials Allowed: Only materials listed below will be allowed.

How the completed test should be returned:

I will pick it up in person.

The Testing Center cannot be responsible for test security or timeliness of return if the options below are selected. These options are provided as a courtesy but are not recommended.

Please scan the test and email it to me.

