DSC
DALTON STATE COLLEGE

PROCTORING FORM

Testing Center
Room 303 Liberal Arts Building 706-272-2606
Monday – Friday 8 a.m. – 5 p.m.

Test Type

DSS ☐ Make-Up ☐ Other ☐

SECTION 1: (to be completed by the Professor/Instructor)

PLEASE CLEARLY PRINT ALL ENTRIES. USE INITIALS TO INDICATE PREFERENCES. Exam should be delivered to Liberal Arts building, room 303 by 3:00 p.m. day before the exam. If exam is not in the Testing Center by this time, the student will have to schedule another time to take the exam.

_____ _____ _____
Student Name Course/Section Course Time/Location

_____ _____
Regular Time Allowed for In-Class Exam** ***Date and time exam is to be taken by student

Format: Essay ☐ Multiple Choice ☐ Fill-In ☐ True/False ☐ Combo ☐

Professor available for questions during exam at phone # _____
Comments: _____

_____

THE STUDENT MAY USE:	INITIAL	THE STUDENT SHOULD	INITIAL
OPEN BOOK		KEEP EXAM	
OPEN NOTES		SUBMIT SCRATCH PAPER	
CALCULATOR		Other _____	
GRAPHING CALCULATOR			
DICTIONARY			
SCRATCH PAPER			
Other _____			

_____ _____ _____ _____
Course Instructor (Please Print) Instructor Signature Date Office Phone

SECTION 2: (to be completed by proctor)

_____ _____ _____ _____ _____
Date Administered Time Allowed Time Began Time Ended Time Used

Comments: _____

_____

_____ _____
Proctor Signature Student Signature

☐ Send exam through campus mail _____ (Please initial) Date exam was sent in mail _____

☐ Will pick up exam on _____

Revised 10/2007