

# West Hills College Coalinga

Library and Learning Resource Center  
559-934-2420

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## In Library Exam Proctoring Request Form

### Student Information

Student Name/ID # \_\_\_\_\_ Today's Date/Semester \_\_\_\_\_  
Student Email \_\_\_\_\_ Student Phone # \_\_\_\_\_

### Instructor Information

Instructor Name \_\_\_\_\_ Course Name/Number \_\_\_\_\_  
Instructor Email \_\_\_\_\_ Phone # \_\_\_\_\_

Online Test

Hard Copy Test

Date \_\_\_\_\_ Time \_\_\_\_\_ Password \_\_\_\_\_ Test Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Password \_\_\_\_\_ Test Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Password \_\_\_\_\_ Test Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Password \_\_\_\_\_ Test Name \_\_\_\_\_

### Proctoring Instructions

Is there a time limit?  No  Yes \_\_\_\_\_ hours \_\_\_\_\_ minutes

Students may use: (check all which apply)

Notes– Return?  No  Yes  Dictionary  Computer

Books  Test Packet  Phone

Calculator  Scratch paper – Return?  No  Yes

Other instructions \_\_\_\_\_

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\*\*\*\*All tests must be picked up at the library or sent with a self-addressed, stamped envelope.