

Out-Of-Class Exam Instruction Form

This form must be filled out before testing can be scheduled and must accompany each test or group of tests.

Testing Information

Instructor Name:		Course #:	Exam #:
Contact Number(s):	Contact Email:		
In the case of cell phone usage and/or cheating proctors should:			
Start/End Date of Test:	Alloted Time:	Test Pick-Up Date:	
Allow student to use outside proctoring if the Testing Center is full? Yes <input type="checkbox"/> No <input type="checkbox"/> *If Yes see Third Party Proctored Test Request Form*			
Permitted Items: Calculator <input type="checkbox"/>	Notes/Card <input type="checkbox"/>	Book <input type="checkbox"/>	Scratch Paper <input type="checkbox"/> Other:

Type of Test (can check more than one)

BlackBoard <input type="checkbox"/> Password:	Exemplify <input type="checkbox"/> Password:	Lock-Down Browser <input type="checkbox"/> Website: Password:	Scantron <input type="checkbox"/>	Paper Test <input type="checkbox"/>
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Student Information

Name	Student ID Number	Name	Student ID Number
1		13	
2		14	
3		15	
4		16	
5		17	
6		18	
7		19	
8		20	
9		21	
10		22	
11		23	
12		24	

- * Students are encouraged to schedule beforehand, walk-ins are permitted if there is room
- * Unlimited test time and dates are not permitted
- * Tests will be held at the Testing Center for faculty pickup
- * Tests cannot be held indefinitely
- * Tests will be discarded at the end of every semester

If a student cannot be tested at the WVU-P Testing Center due to scheduling or is outside our 7-county service district area, the student may request a different proctor from the list below. Students are required to complete and submit the Third Party Proctored Test Request and Agreement form. If there are any proctoring costs, those costs are borne strictly by the student. Any outside proctor must be approved by the Instructor. Proctors may be selected from the following groups:

- A vocational rehabilitation counselor
- A faculty member or administrator at an accredited college or university
- A school superintendent, principle, or counselor
- A librarian at a public library
- A clergy member
- A corporate education director
- Others as may be approved by the institution