### EDCC PROCTORED TESTS FOR ONLINE/MAKEUP TEST REQUEST FORM

<table>
<thead>
<tr>
<th>Instructor Last Name</th>
<th>Instructor First Name</th>
<th>Today’s Date</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Preferred Method of Contact</th>
<th>Daytime /Campus Phone</th>
<th>Institutional Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Phone</td>
<td>□ Email</td>
<td></td>
</tr>
</tbody>
</table>

### Course and Exam Information

<table>
<thead>
<tr>
<th>Course no. &amp; section</th>
<th>Course Title &amp; No.</th>
<th>Last date to take</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Name of exam (e.g., Test 1, Midterm)</th>
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<tbody>
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</table>

Check all that apply (If unchecked, we will assume exam is OPEN book with unlimited time and notes are allowed)

- □ Closed Books/Notes
- □ Open Books
- □ Open Notes
- □ Electronic Notes
- □ No Calculator
- □ Scientific Calculator
- □ Ti-83/84/86
- □ Ti-89
- □ Ti-92/94
- □ Ti-Nspire OR □ Ti-Nspire CAS
- □ Time Limit:
- □ Allowed Scratch Paper
- □ Scratch Paper Return With Exam
- □ Destroy

- □ No Dictionary
- □ Dictionary (Book)
- □ Dictionary (Electronic)

**Student Names:** Please coordinate the test schedule and directions with the student(s).

### Additional Instructions

*(No Typing Speed test or Word, PowerPoint, Excel or Access tests)*

### Exam Returns

*(If you would like the original exam returned to you in another format, please specify here and provide a valid address)*

<table>
<thead>
<tr>
<th>□ Campus Mail Box #:</th>
<th>□ Will pick up:</th>
</tr>
</thead>
</table>

Occasionally, a student may not be able to take a test at the scheduled class time because of an illness or some other unavoidable conflict. Under these circumstances, the instructor may use the Testing Center to administer the test by filling out and submitting the “Proctored Tests for Online Classes/Makeup Test” Request Form to the Testing Center and providing them with a hard copy of the exam. The Testing Center will not make a hard copy of the exam if instructors submit the exam in an electronic format. **The Testing Center cannot be used to administer multiple versions of a test to a student or group of students, and the Testing Center cannot be used to administer a test to an entire class.** (This last restriction does not apply to online classes.) Testing Center staff is responsible for administration and collection of exams. All other logistics regarding the exams are the responsibility of the instructors.

For Edmonds Community College Faculty only

Contact the Testing & Assessment Services – Mountlake Terrace Hall – MLT 152
Voice: 425-640-1546, fax: 425-640-1803, email: testingcenter@edcc.edu, www.edcc.edu/testing
Monday: 9:00 am- 6:00 pm; Tuesday: 9:00 am- 7:00 pm; Wednesday: 10:00 am- 6:00 pm;
Thursday: 9:00 am - 6:00 pm; Fri: 9:00 am - 5:00 pm
NO APPOINTMENT NECESSARY - PICTURE ID REQUIRED!
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