

# Exam Proctoring Form

## Student Section

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Student ID#: \_\_\_\_\_

### Course Information

Course ID: \_\_\_\_\_

Course Name: \_\_\_\_\_

**Seeley Resource Center**



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## Instructor Section

Name: \_\_\_\_\_

What other materials are **all students** allowed to use during the exam? Please be as specific as possible. (For example: no graphing calculator, course textbook, notes, etc)

Office Location:	Email:	Phone #: Fax #:
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Seeley Memorial Library  
Exam Delivery Options:

Exam Date	Exam Date	Exam Date	Exam Date
Start Time	Start Time	Start Time	Start Time
Time Allowed (without accommodations)	Time Allowed (without accommodations)	Time Allowed (without accommodations)	Time Allowed (without accommodations)

**Please have all sections filled out and dropped off by 5:00 PM to the Seeley Memorial Library at the Seeley Resource Center.**

- I or a representative will pick up the completed exam in person at The Seeley Resource Center.
- Please send to me by way of inter-departmental mail.
- Please fax or email a scanned copy of the exam at the email address or fax number above. (Original exam will be shredded at the end of the term.)

## **Proctoring Instructions:**

### **Scheduling the exam:**

Faculty must have the exam and Proctoring Form to The Seeley Library Lab at least **THREE** days in advance. Since there can be several exams being proctored on any given day, librarians cannot proctor exams on demand.

If the instructor wishes, he/she may email the exam to the library director: [rochem@lackawanna.edu](mailto:rochem@lackawanna.edu)

### **Confirming the exam time:**

When an exam date and time have been established, the proctor will send an email confirmation to the professor and student.

### **Exam Proctoring Schedule:**

Exam proctoring is available Monday-Friday (9 a.m.-3 p.m.). All testing must be completed by 4 p.m.