

This form is to be completed by SWC faculty.

All sections of this form must be completed and the form and test(s) to be administered submitted to the Academic Success at least 24-hours prior to testing. The instructions below are applicable to all students you refer to the ASC for testing. For a particular student, if instructions differ from your filed form, submit them in writing or e-mail them to the ASC Test Proctor at ascstestproctor@swccd.edu. The ASC Test proctor office telephone is 482-6348. **You must complete a new Test Instructions Form each semester.** Please print information clearly.

This form is not used for DSS Test proctoring services. For DSS Proctoring Services please call ext. 5271.

Should you need to contact the District Tutorial Coordinator, Elizabeth Kozel, you may do so at 421-6700, ext. 5373 or ekozel@swccd.edu. The Learning Assistance Coordinator, John Rieder, ext. 6579 or jrieder@swccd.edu.

Walk-in exams must be completed during available proctoring days and times. Check with ASC front counter for availability. Proctoring hours are Monday—Thursday 10:00 a.m. to 2:00 p.m. Friday 9:30 a.m.—11:30 a.m.

Instructor Name		Telephone	
Course		SWC extension	
Course		Email	

Student(s) Name _____

Semester

Fall		Spring		Summer	
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1. Please indicate any materials that may be used for the testing setting.

Books		Calculator		Formulas		Computer	
Class Notes		Spell checker		Dictionary		No materials	

Other _____

2. Amount of time allowed for student to complete the test: _____

3. Last date allowed for exam: _____

3. I would like for the ASC office to a) return the test to my School mailbox _____
b) keep the exam for me to pick up _____

4. Other special instructions

Instructor Signature

Date

Submit this completed form and the corresponding test(s) to the ASC front counter. If you have questions, contact the ASC office, 482-6348.