

**Test Instruction Form to be completed by SWC faculty.**

**All sections must be completed and the form and test(s) to be administered submitted to the Academic Success Center 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 [asctestproctor@swccd.edu](mailto:asctestproctor@swccd.edu). **Faculty must complete a new Test Instructions Form each semester**. Please print information clearly.

**This form is not used for DSS Test proctoring services. DSS Proctoring Services please call (619) 421-6700 ext. 5271.**

If you have questions, please contact the District Tutorial Coordinator, Elizabeth Kozel at (619) 421-6700, ext. 5373 or [ekozel@swccd.edu](file:///\\Fileserver2\asc\Local%20Settings\Documents%20and%20Settings\ekozel\Local%20Settings\Temporary%20Internet%20Files\OLK4\ekozel@swc.cc.ca.us) or Learning Assistance Services Coordinator, Andrew Rempt, (619) 421-6579 or [arempt@swccd.edu](mailto:arempt@swccd.edu).

Walk-in exams must be completed during available proctoring days and times. Proctoring hours for this semester are Monday—Thursday 10:00am to 2:00 p.m.

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| --- | --- | --- | --- |
| Instructor Name |  | Telephone |  |
| Course |  | SWC extension |  |
| Course |  | Email |  |

Student(s) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fall |  | Spring |  | Summer |  |

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 School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**b**) keep the exam for me to pick up

4. Other special instructions

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 at (619)482-6348. Rev:;Nov2016;Sep2022