

**Paper-pencil Hours**  
MON, TUE, FRI 8-4  
WED, THURS 8-8

# MHCC Testing Service

Start  
End

## EXAM PROCTORING CHECKLIST

**This is:** **An accommodated test for a student with a disability.** *The student is responsible for reserving a private room, if applicable.*

Office use only: 1.5 2.0 PR SP Audio Other:

**A Make-up test**

**Other** (please specify)

**Student:**

**Term:**

**Instructor:**

**Course:**

**Department:**

**Phone#:**

How much time is the class being given for the exam?

Test must be completed by the following day and time:

Bathroom Breaks, if allowed, are limited to 10 minutes. If taking a 2-part math test, the break will only be allowed between parts 1 & 2.

Notes Allowed?

Open Book?

Calculator Allowed?

-Any calculators excluded?

Scratch Paper Allowed?

Bathroom Breaks Allowed?

Mark on Scantron?

Ruler/Protractor Allowed

Other/Special Instructions?

**Yes No**

### **Method of Exam Return:**

Untaken exams will be shredded two weeks after expiration date unless other arrangements are made by instructor.

Instructor picks up

Inter-campus mail to (dept)

Testing Services delivers to\*:

Mail box Office

\*Tests will be delivered daily

**Instructor's Signature:**

Received

*For Office Use Only*  
Accutesting#

Break Time Out:

Break Time In: