

PROCTOR REQUEST FORM FOR WSUTC INSTRUCTORS

Testing Center
testingcenter@tricity.wsu.edu
CIC Building; Library
2710 Crimson Way
Richland, WA 99354
509-372-7191 • FAX: 509-372-7173

**EXAMS ARE BY
APPOINTMENT
Monday - Friday
9am - 5pm**

STUDENT AND EXAM INFORMATION:

Student name: _____ Current date: _____

Course name/number: _____ Exam expiration date: _____
(The last day the exam can be taken.)

Please have the student contact us to schedule an appointment with-in the exam dates. testingcenter@tricity.wsu.edu or 372-7191

INSTRUCTOR INFORMATION:

Instructor name: _____ Phone # _____

Instructor email: _____

EXAM INSTRUCTIONS:

Please check all that apply. Student will not be allowed anything to use that is not checked below.

Disability Services Student: Yes No *If "no," please state the reason proctoring services are needed.*

Exception Reason _____

Exam time allowed: _____ *(do not include the extra time allowed for accommodation)*

- Open notes Open book Calculator
 Scratch paper Shred used scratch paper Submit scratch paper with exam

Return exam via: Campus mail Scan Hold for pick up during proctoring hours

Additional Exam Instructions:

Regular Proctoring Hours: Monday - Friday 9am - 5pm

For Questions go to tricity.wsu.edu/proctoring.

NOTE: FINAL EXAM HOURS: MONDAY - FRIDAY, 8am to 5pm