

# MSJC PLACEMENT & PROCTORING CENTER -- TEST PROTOCOL FORM

Dear MSJC Instructor,

Please note the following MSJC-Placement & Proctoring Center policies, as some of them have changed:

1. We provide **MAKE UP testing only**— MAKE-UP Testing is when a student(s) missed the in-class exam and is allowed to take it outside of class.
2. Please provide a **test copy** for each student who will be testing.
3. Please designate "**time allowed**" for the exam.
4. All students eligible to take the exam must be listed below individually by ID number, first and last names.
5. All completed tests will be held in your file for pick up, all exams must be picked-up by the last day of the semester.
6. Make-up exams **MUST** be dropped off in the Placement & Proctoring Center, on the campus where the student will be testing.
7. TESTING AVAILABLE DURING NORMAL PLACEMENT & PROCTORING HOURS, [Testing Hours Calendar](#)

**CAMPUS:**     SJC     MVC    **(PLEASE CHECK ONE)**  
**(Location of Class)**

**TODAY'S DATE:** \_\_\_\_\_

\_\_\_\_\_  
**INSTRUCTOR**

\_\_\_\_\_  
**DEPARTMENT**

**CLASS TITLE:** \_\_\_\_\_

**CLASS DAY(s):** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**SECTION #:** \_\_\_\_\_

Please administer the \_\_\_\_\_ exam.  
Test Name

**The following students are eligible to test (must include first and last name).**

_____	_____
_____	_____
_____	_____

**Date Test Begins:** \_\_\_\_\_ **Date Test Ends:** \_\_\_\_\_

**Time allowed:** \_\_\_\_\_

Please check appropriate boxes (please read carefully as options have changed):

<input type="checkbox"/> Notes: <input type="radio"/> 3x5 <input type="radio"/> 5x7 <input type="radio"/> 8x10	<input type="checkbox"/> Open Book	<input type="checkbox"/> Scantron required: <input type="radio"/> 25 <input type="radio"/> 50 <input type="radio"/> 100
<input type="checkbox"/> Scratch paper allowed		<input type="checkbox"/> Green/Blue Book
<input type="checkbox"/> Calculator allowed <input type="radio"/> Scientific <input type="radio"/> Graphing		<input type="checkbox"/> Student must provide lined paper

**ADDITIONAL INSTRUCTION:**     Other (Specify) \_\_\_\_\_

Proctor Initials check in \_\_\_\_\_

Instructor Initials check out \_\_\_\_\_