

Haskell Testing Center (HTC) Proctored Test Instruction Form

HTC Godfrey Campus Contact Information:

testingcenter@lc.edu

618-468-5232

HK B25

www.lc.edu/testing

STUDENT DETAILS:

Student Name(s): _____

If student list exceeds space provided, submit only ONE form with a separate list of names

INSTRUCTOR DETAILS:

Instructor Name: _____
Last Name, First Name

Cell Phone: _____

Email: _____

Campus Ext: _____ Mailbox: _____

TEST DETAILS

Course Prefix & Number: _____

Exam Title: _____

Lockdown Browser* Required: Yes No

*HTC terminals do not have webcams installed due to in-person proctors. Please adjust portal settings accordingly.

Password**:

Please limit passwords to 10 CHARACTERS OR LESS

Test Portal: Blackboard My Math Lab Paper Scantron Other _____

Note: Students must have their appropriate usernames and passwords for test portals

Test Dates: _____

Time Limit: _____ Minutes

total test time including extended time

PERMISSIBLE ITEMS:	Books:	Yes	No	Calculator:	Yes	No
	Notes:	Yes	No	Scrap Paper:	Yes	No

OTHER INSTRUCTIONS: _____

ACCESSIBILITY: Has this student requested:

- Extended time on tests/exams? Yes No
- A screen reader*** to read content out loud? Yes No

***If yes, the student must contact Center for Access & Accommodations

POST-TEST INSTRUCTIONS: PLEASE SELECT ONE

Instructor will pick up from HTC	Return completed test via campus mail
Return material not taken by deadline via campus mail	No action required by HTC Staff

FOR HTC STAFF ONLY

Received by: _____ Date: _____

Administered by: _____ Date: _____

Start Time: _____ Time Limit: _____ End Time: _____