



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: _____

Standard Time Limit: _____ Minutes

****Do NOT include extended time in this field****

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: _____