

# Louisburg College Learning Services

## Exam Proctoring Checklist

Student \_\_\_\_\_ Program \_\_\_\_\_

Course \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Exam \_\_\_\_\_

Time Allowed: Regular Class Time \_\_\_\_\_  
Time and a Half \_\_\_\_\_  
Double Time \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Check items that apply:

_____ Test reader Kurzweil 3000	_____ No calculator allowed
_____ Test writer	_____ Calculator allowed
_____ No notes allowed	_____ Scrap paper returned
_____ Closed book	
_____ Open book	

Special Instructions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Method of Exam Delivery:

Method of Exam Return:

\_\_\_\_\_ Instructor will deliver \_\_\_\_\_ Instructor picks up  
to Learning Center

\_\_\_\_\_ Student picks up \_\_\_\_\_ Student returns

\_\_\_\_\_ Learning Center \_\_\_\_\_ Learning Center  
picks up returns

\_\_\_\_\_  
(Instructor Signature)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
(Learning Specialist Signature)

\_\_\_\_\_  
Date: