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 picks up ________________ Learning Center returns

(Instructor Signature)                                                                 Date:  

(Learning Specialist Signature)                                              Date: