Spokane Community College

PROCTORED TESTING EXCEPTION FORM

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| The Testing Center proctors a limited number of tests for students in hybrid or face-to-face classes who have extraordinary circumstances that prevent them from testing with their class. * Service offered as space and staffing allow. Not available during finals or other peak testing times.
* Requests must be approved by the instructional dean and Director of Admissions and Registration.
* Provide as much lead time as possible to help us serve as many students as possible.
* Exception testing is by appointment only. Students who are more than 15 minutes late may be asked to reschedule, and instructor permission to reschedule may be required.

**For our proctored testing requirements**, visit the [SCC Online Testing](https://scc.spokane.edu/Become-a-Student/Testing-and-Assessment/SCC-Online-Testing) webpage. **Request your exam:** Submit this form to your instructional dean for approval before routing to the Director of Admissions and Registration. Upon approval and receipt in the Testing Center, our staff will contact you with further instructions.  |
| **INSTRUCTOR CONTACT INFORMATION** |
| First name |       | Last Name: |       |
| Building/Office: |       | Email: |       | Phone: |       |
| **STUDENT TESTING INFORMATION** |
| First name |       | Last Name: |       |
| Student ID: |       | Course: |       | 4- or 5-Digit Class No |       |
| Reason for Exception: [ ]  Unavoidable absence [ ]  Retake [ ]  Other |  |
| Testing Date: |       | Testing Time: |       | Time allowed for Test (minutes) |       |
| Type of Test:  | [ ]  Online – If online, does this test use Respondus? [ ]  No [ ]  Yes |
| Other Software Required |       |
|  | [ ]  Pencil/Paper |
| **PLEASE SELECT DETAILS FOR THE EXAM** |
| Students will only be allowed items checked below or listed in the special instructions. |
| Allow Scratch Paper? [ ]  No [ ]  Yes | Calculator: [ ]  Basic [ ]  Graphing [ ]  Scientific |
| [ ]  Open Book | [ ]  Open Notes  | [ ]  Scantron | [ ]  Software |
| **SPECIAL INSTRUCTIONS** |
|       |
| **Test Results:** | [ ]  Instructor will pick up test materials from the Testing Office  |
|  | [ ]  Online test: No Action Required |
| **APPROVAL** |
| Instructional Dean: |       | Date |       |
| Director of Admissions and Registration |       | Date: |       |
| Received at Testing Center | Date: |       | Initials: |       |