



Center for Learning & Advancement *Test Proctoring Process*

Faculty Name: _____ Phone: _____

Student Name: _____

Test Date _____ and Time _____

Any special testing circumstances- _____

The *Center for Learning & Advancement* will be able to provide facilities for proctoring tests in order to assist ground professors with students who need to make up an exam or who require ADA accommodations. Below is the process that faculty should follow when requesting proctoring assistance from the CLA.

STEP 1: Set-up Appointment and Bring Test Materials

The CLA now offers a way to book an appointment online for test proctoring. Type in the following link to set up an appointment online for the date and time you would like to schedule. Enter your faculty information. In the memo space provided, enter the student's information along with any special requests or time limits.

<http://center-for-learning.genbook.com/bookings/slot/reservation/30051873;jsessionid=132fjhd95pe8.appl>

STEP 2: Send Test Materials

The faculty member will personally drop off the test material at the CLA prior to the test time, preferably at least one day in advance. Please include this form with the materials. After the test is completed, the materials will be secured until the faculty member picks up the test from the CLA.

STEP 3: Notify Student

The faculty member notifies student of the time and location to take the proctored test. The location will be in the Center for Learning & Advancement, Bldg. #35 (KBCOB). Please fill-out the below form and give to the student so they will have a reminder. The CLA will use this information to match the information on the test materials.

***** STUDENT SLIP *****

Please take this form to the *Center for Learning & Advancement*, which is located in the College of Business, Williams Building. Be sure to bring a picture ID.

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Student Name: _____

Test Date _____ and Time _____