Faculty Section - Please check the items that apply to the test

ALLOWED FOR TEST:  ANSWER PROVIDED ON:

Yes  No
☐  ☐ Notebooks/Handouts
☐  ☐ Calculator
☐  ☐ Scrap/Lined Paper (provided by proctor site)
☐  ☐ Hard copy Dictionary (provided by proctor site)
☐  ☐ Electronic Dictionary
☐  ☐ Other_________________________________________

☐ Test directly
☐ Blue Book
☐ Scantron ☐ Blue ☐ Green
☐ Other_________________________________________

Total Number of pages

TIME ALLOWED for exam in classroom ______________________

Special Instructions____________________________________

If the student does not show to take the exam:  ☐ shred
☐ hold in office for pick up

If the student has a question or the proctor site needs clarification in regards to the administration of the exam – what is the best way to reach you:

☐ cell phone ______________________
☐ e-mail address ______________________

Method of Returning Test (NO general department mailbox deliveries)
Please check one of the boxes below:

☐ Professor pick up in General Proctor Site (OM 317)
☐ General Proctor Site will deliver to office:  ☐ Professor  ☐ Departmental — Location ________________
☐ Scan and E-mail (please print e-mail address): ______________________

Please advise how would you like the original completed exam to be handled after you have confirmed that the e-mail/exam has been received:

☐ Deliver Original Copy to Departmental Office  ☐ Pick Up Original Copy

Please drop off completed proctor form with the test to the General Proctor Site located in Old Main 317.
If you have any questions or need further information, please contact Therese Bass at (716) 888-2479 or by e-mail at bass1@canisius.edu.
Exam # ___________________ Student Name ___________________
Room____________________ Has Until ______ am/pm to complete test

TO BE COMPLETED BY GENERAL PROCTOR SITE STAFF ONLY

RECEIVED TEST IN OM 317

Date
Time
Initial

- Write exam in general intake log
- Review method of return and available checklist with professor
- Put in gray and red stripe confidential envelope
- Seal envelope and clip proctor sheet to it

Confirm: Google Calendar _____ Initial        Testing Materials _____ Initial        Number & Log in Book _____ Initial

TEST STARTED

Date
Time
Initial

- Clip proctor sheet to correctly labeled delivery envelope
- Write test in the Daily Log Sheet
- Please indicate if the student needed to stop the exam for any reason:
  - Ask the General Proctor Site Staff for clarification on a question or direction
  - Call the professor for clarification on a question or direction
  - Use the rest room (escorted by a proctor)
  - Other________________________________________

TEST FINISHED

Time
Initial

- Place, stamp (confidential), and seal in labeled delivery envelope

METHOD OF RETURN

Date
Time
Initial

- Have proctor sheet signed by professor or person receiving the test
- Place proctor sheet in the completed folder once test has been delivered
- Initial the General Proctor Site Daily Log Sheet

☐ Delivered to Professor’s Office • Location: ______________________________________
   Signature confirming delivery__________________________________________

☐ Delivered to Departmental Office • Location: ___________________________________
   Signature confirming delivery__________________________________________

☐ Picked Up by Professor
   Signature confirming pick up__________________________________________

Scan & Email

Date
Initial

Shredded

Date
Initial

TEST INPUT

☐ System Input

Date
Initial

Updated: 8/18