PROCTORING FORM

OAA/Testing Center · Library · Room 327 · 423-425-5305
Monday - Friday. 8:00 – 5:00

Make=Up Exam ☐ **Classroom Exam ☐** **Accommodation Exam ☐**

Exam Format: Paper Exam ☐ **Online Exam ☐** **Exam Password: _____**

SECTION 1: (Student and Instructor Information)

PLEASE CLEARLY PRINT ALL ENTRIES. USE INITIALS TO INDICATE PREFERENCES.
Exams should be delivered the day before the exam. Students will not be allowed to schedule an appointment if we don't have the exam. You can deliver the exam to the Testing Center or you can email the exam to utctestingcenter@utc.edu.

Student Name	Course	Time Allowed	Test Date/s

Testing aids permitted: ☐ Handwritten/Typed Notes # of Pages ___ ☐ Calculator ☐ None
☐ Other – please list:_____

Course Instructor (Please Print)	Instructor Signature	Date	☐ Will pick up exam

SECTION 2: (to be completed by student) CONFIDENTIALITY AND ACADEMIC DISHONESTY STATEMENT

It is of utmost importance that confidentiality and academic integrity be observed by students both inside and outside of the Testing Center. All matters in this office are considered confidential, and they are therefore restricted from conversation.

Below are some general guidelines for confidentiality and academic dishonesty.

- Do not discuss your exam with anyone.
- Do not divulge the names of anyone who has visited the Testing Center.
- The Testing Center adheres to the University of Tennessee at Chattanooga Code of Student Conduct here (https://www.utc.edu/student-conduct/codes.php).
- I understand and was informed on what items are allowed to be used during my exam and all other items must be inside a closed bag, including my cell phone which is turned off. If I am caught using anything not approved by my instructor, I understand that my exam will be collected and an incident report may be filed.

I have read and understand the confidentiality and academic dishonesty statement as it has been presented to me within this document. I understand that if I breach the confidentiality of the Testing Center or the integrity of the exam I am taking, I could face the Student Conduct Board for disciplinary action.

Proctor Signature	Student Signature

SECTION 3: (to be completed by proctor)

Date Administered	Test Station	Time Began	Time Ended

Comments: _____