



Testing Center

Proctored Exams Cover Sheet

Instructor's Name: _____

Instructor's Contact Info: _____

(must include cell phone number in case of problems during exam)

Student's Name: _____

(one form must be submitted per student)

Course name & number: _____

Student may come and take their exam between these times/dates:

(Testing Center hours must be taken into account)

_____ through _____

Time limit: _____ hours and _____ minutes

Is this an online exam? Yes/No

If yes, please provide a password if necessary: _____

Does the exam need to be taken all at once? _____

Are there any special instructions (Ex: student may use a calculator)

Student Signature:

X _____

Date: _____

Justification for needing a proctored exam:

- Missed scheduled class exam
- Athlete
- Special Accommodations Needed
 - Please explain needed accommodations

Odessa College

201 W. University Blvd
Spur Building Suite 150
Phone: 432-335-6620

Testing Hours:

Mondays 9:00am – 5:00pm
Tuesdays 8:00am – 8:30pm
Wednesdays-Thursdays 8:00am – 5:00pm
Fridays 8:00am – 12:30pm