



SOUTHEAST ARKANSAS COLLEGE

Changing Lives... One Student at a Time

Southeast Arkansas College, Library and Distance Learning Division Test Proctoring Sheet - Internet courses (08/16)

Semester/year _____

Instructor _____

Instructor phone/e-mail _____

For (course name/number & description) _____

Description of exam(s) or assignment(s) to be proctored:

(Mid-Terms and Other Exams – 90 minutes | Final Exams – 120 minutes)

1 _____ available dates: _____ time _____

2 _____ available dates: _____ time _____

3 _____ available dates: _____ time _____

4 _____ available dates: _____ time _____

5 _____ available dates: _____ time _____

6 _____ available dates: _____ time _____

Conditions of exam/assignment:

All students will be required to show a photo ID and sign in on the course roster.
The library or faculty proctor will initial the roster next to the student's name.

Date received in library _____

Roster(s) received _____

Received by _____