

Check-in:
Check out:
Initials:

Exam Proctoring Form

OU Testing Center (testing@ou.edu/405-325-1921)

300 Kellogg Drive, Room 140 – Boomer Outreach Building

Please fill out the proctoring form, save it to the computer, and send it to testing@ou.edu with materials.

Student Name

OU ID

Course Number and Section

Authorized Testing Date Window (please include day and time)

Instructor Name

Instructor Email

Instructor Phone

Coordinator's Email (if necessary) _____ Exam/Quiz # (ex: Exam 1 or Quiz 4) _____

- Is this a MATH makeup? ___ Y ___ N
- Standard Exam length: ___ 50 min ___ 75 min ___ 90 min ___ 120 min ___ Other

Delivery Method: ___ Instructor Drop ___ Email ___ Online Exam (Password) _____

Return Method: ___ Instructor Pickup ___ Scanned to inbox ___ Not Applicable – Online

** Scan & Email is preferred but if the professor wants to pick up, they will need to sign or designate someone who will pick up materials. **

Preferred method of contact during exam: _____ Phone _____ Email _____

Allowed Materials & Relevant Information:

Scantron allowed: ___ Y ___ N (*The Testing Center does not supply this item so student or professor will need to bring*)

Calculator type: ___ None ___ Basic ___ Scientific ___ Graphing ___ Non-Graphing ___ Financial
___ Open Book (___ Print Version ___ Print or Digital Version) ___ Printed in color.

Note cards during tests ___ Y ___ N If yes, are they allowed to keep them after testing? ___ Y ___ N

- Any limitations on size or amount _____

Any other information you would like to provide:
