



WHITMAN
COLLEGE™

Academic Resource Center

Location: Olin 334

Web: whit.mn/dss

Email: dss@whitman.edu

Voice: 509.527.5213

Test Proctoring Form

Student Name: _____ Faculty Name: _____

Class Information (i.e. CHEM 125 or General Chemistry): _____

Student Instructions: Fill in the table below, listing all quizzes and exams (including finals!) that you want to take at the ARC. Ideally, you will test at the same time/date as your class. The guide to the right can help you schedule your tests.

50min class:

1 hr, 20min class:

2hr final:

	50% extended time	100% extended time
50min class:	1hr 15min	1hr 40min
1 hr, 20min class:	2hr	2hr 40min
2hr final:	3hr	4hr

Requested exam date	Requested exam start time	Normative quiz/exam duration

Instructor's signature

Date

Once the form is signed, turn it in to Antonia Keithahn, Associate Director of Academic Resources, over email to keithaam@whitman.edu or dss@whitman.edu or to her office in Olin 314. ARC staff will confirm receipt to students and contact faculty about exam logistics.