



Academic Resource Center

Location: Olin 332

Web: whit.mn/dss

Email: mariec@whitman.edu

Voice: 509.527.5213

ARC Test Proctoring Form

Student Name: _____

What class is this for? _____ Faculty Name: _____

Student Instructions: Fill in quizzes/tests/final exam that you would like to request to take in the ARC.

Date & Day you want to take your exam in the ARC	Time you would like to begin your exam	How long is the class time for this exam?

Time Guide: Ideally, you will start your test at the same time as your class. If you have extended time, use the guide below to help you schedule adequate time.

	50min Class Test Time	1hr 20min (80min) Class Time	2hr Class Test Time	3hr Class Test Time
50% or 1.5x Approved Extended Time:	1hr 15min	2hr	3hr	4hr 30min
100% or 2x Approved Extended Time:	1hr 40min	2hr 40min	4hr	6hr

Instructor's Signature: _____ Date: _____

Once the form is signed, deliver to Colette Marie in the ARC, or via email mariec@whitman.edu.