

Office Use Only

STOP @ _____

Rm # _____

Date

Taken: _____

Reported in Navigate

☐

BEGIN Time

(Initials)

END Time

(Initials)

Phones, smartwatches, and other electronics
are not permitted in testing room

☐

Request for Alternative Testing

(Non-Disability Students)
Great Bay Community College

CAPS Hours

Proctoring is available as follows:

Monday - Wednesday 8:00a to 5:00p

Thursday 8:00a to 6:00p

Friday 8:00a to 4:00p

Closed Weekends and School Holidays

This form must be filled out by the faculty and submitted **with the test.**

STUDENT NAME: _____

ID#: _____

DATE & TIME OF TEST: _____ DATE & TIME TEST MUST BE COMPLETED BY: _____

TIME ALLOWED: _____ COURSE: _____

FACULTY NAME: _____ FACULTY CELL: _____

METHOD OF FACULTY RETURN:

☐ PICK UP ☐ MAILBOX ☐ SCAN/EMAIL

I APPROVE THE USE OF:

CALCULATOR: ☐ ANY ☐ BASIC ☐ GRAPHING ☐ SCIENTIFIC ☐ NO CALCULATOR

BOOKS: ☐ YES ☐ NO SPECIFY: _____

NOTES: ☐ YES ☐ NO SPECIFY: _____

INTERNET: ☐ YES ☐ NO SPECIFY: _____

OTHER: _____

Additional instructions or comments:

Faculty Signature: _____

***** DISCLAIMER: Proctors will routinely check on testers, but will not physically ***
sit in the testing room unless prearranged by faculty or an administrator.**

Faculty are to deliver tests to the Center for Academic Planning and Support's (CAPS) inbox, mailbox, or front desk on or before the date and time specified. Upon completion, exams will be returned to the faculty in a sealed envelope by a CAPS staff member. If a student does not show up to take a test at the prearranged time, it will be the responsibility of the faculty to handle the subsequent testing arrangements. Tests not taken during the prearranged time will be returned to the faculty.

CAPS personnel may come into the testing room to monitor activities at any time. If we find any evidence of cheating, the exam will be stopped, the faculty member will be notified immediately, materials will be confiscated, and the matter will be turned over to the faculty member for further investigation.