

Exam Proctor Request

Columbia College Library

Note to Instructors: Submit this form along with a copy of the exam to cclibrary@yosemite.edu.
24 hour lead time is appreciated, but we will attempt to accommodate all requests.

Student's name: _____

Class: _____

Instructor's name: _____

To be taken no later than: _____

Date

Time allowed: _____

Special note and instructions:

No books, notes, etc.

Books, notes, etc. okay

Calculator okay

Word processor (with spell check) okay

Other: _____

For Library Staff Use Only

Date test taken: _____

Time at start of test: _____

Time test turned in: _____

Return to: _____

Given by: _____

Library staff person's name