

# Test Proctoring for OAS

Form must be submitted by the end of week 2 each quarter. For Fall 2023, the form must be completed by October 6, 2023.

## Section 1: (to be completed by the student)

## Testing Center (TC) Information & Times

Name: \_\_\_\_\_  
ID#: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Course: \_\_\_\_\_  
Date: \_\_\_\_\_

Location: La Sierra University, Sierra Vista Hall (OACS)  
Email: [testing@lasierra.edu](mailto:testing@lasierra.edu) & [oas@lasierra.edu](mailto:oas@lasierra.edu)  
Phone Number: 951-785-2452  
Proctoring Hours: Thurs: 8:30AM –NOON , 1:00PM – 5:00PM  
Fridays: 8:30AM -NOON  
\* Finals week: Monday – Thursday as arranged with TC

## Section 2: Test Information and Allowances (to be completed by professor or authorized staff only)

\*Testing Date: If your testing time is out of testing center's availability, please reach out to them directly for further arrangements.

Standard test time for course: \_\_\_\_\_(min.)

Original Test 1 Date: \_\_\_\_\_ Thurs./ Fri. Proctor Date: \_\_\_\_\_

Original Test 2 Date: \_\_\_\_\_ Thurs./ Fri. Proctor Date: \_\_\_\_\_

Original Test 3 Date: \_\_\_\_\_ Thurs./ Fri. Proctor Date: \_\_\_\_\_

Original Test 4 Date: \_\_\_\_\_ Thurs./ Fri. Proctor Date: \_\_\_\_\_

Final Exam (day and time): \_\_\_\_\_ Standard final exam time: \_\_\_\_\_

Please check mark what may be allowed or needed for the exam:

Calculator (if necessary) Type: Basic  Scientific  Graphing

Provided by: Testing Center  student (self)

Additional Allowances: Internet access  Open Book  Open Notes  Other (specify) \_\_\_\_\_

## Section 3: Test Arrival & Return

Test delivery method:

- Professor or TA to the TC  
 Professor or TA will email test

Test returned:

- Professor or TA will pick up from the TC  
 TC will scan and email exam back

\*If any special proctoring instructions, please mail [testing@lasierra.edu](mailto:testing@lasierra.edu) & [oas@lasierra.edu](mailto:oas@lasierra.edu) or deliver with test

Professor name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

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I understand I am granted testing accommodations through OAS. It is my responsibility to communicate with the Testing Center and my professor. It is my responsibility to hold to the stipulations within the Exam Agreement. If I no show/no contact for 2 tests, we will automatically cancel your remaining scheduled exams until you talk with testing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_