



TORO LEARNING & TESTING CENTER

1000 East Victoria * Carson, CA 90747

Learning- North LIB C-121, (310) 243-3827

Testing- North LIB 5705, (310) 243-3909

TESTING@CSUDH.EDU * CSUDH.EDU/TESTING

PROCTOR SERVICE REQUEST FORM

Proctor Services are offered by appointment Monday- Thursday 8:30AM-4:30PM.

Friday appointments are available on a limited basis. Same day appointments are not available.

This form is to be completed by the student and instructor. This form must be submitted to the Toro Learning & Testing Center prior to scheduling an exam appointment.

Student Information (please print clearly)

Student's Name: _____

Student's Phone Number: _____

Student's Email: _____

Instructors Information (please print clearly)

Instructor's Name: _____

Instructor's Phone: _____

Instructor's Email: _____

Instructor's Signature: _____

Course Name/Number: _____

Midterm/Final/Exam#: _____

Exam Details: *This section should be completed by the course instructor.*

Test Available On: _____

Deadline Date: _____

Time limit: _____
Hour(s) Minutes

- Open Book
- Open Notes
- Note Card / Crib Sheet
(card/sheet size _____)
- Dictionary/Thesaurus
- Scratch Paper
- Calculator
(Basic or graphing)
- Word-spell check
- Notepad-no spell check
- NO MATERIALS ALLOWED**

Special Instructions / More Information:

- Collect Notes/Note Card
- Scantron provided
- Online password: _____
- Collect Scratch paper
- Essay book provided
- Other (please explain): _____
- Write answers on exam
- Answer sheet provided

Return of completed exams:

- USPS mail
- Scanned & Emailed Email address: _____
- Prepaid envelope provided
- Examinee supplies prepaid postage