Dear MSJC Instructor,

Please note the following MSJC-Placement & Proctoring Center policies, as some of them have changed:

1. We provide **MAKE UP testing only**—MAKE-UP Testing is when a student(s) missed the in-class exam and is allowed to take it outside of class.
2. Please provide a **test copy** for each student who will be testing.
3. Please designate **“time allowed” for the exam.**
4. All students eligible to take the exam must be listed below individually by ID number, first and last names.
5. All completed tests will be held in your file for pick up, all exams must be picked-up by the last day of the semester.
6. Make-up exams MUST be dropped off in the Placement & Proctoring Center, on the campus where the student will be testing.
7. TESTING AVAILABLE DURING NORMAL PLACEMENT & PROCTORING HOURS, [Testing Hours Calendar](#)

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**CAMPUS:**  SJC  MVC  (PLEASE CHECK ONE)  
(Location of Class)

**TODAY’S DATE:** ____________________________

**INSTRUCTOR**  

**DEPARTMENT**  

**CLASS TITLE:** ____________________________________________

**CLASS DAY(s):** ____________________________  **TIME:** ____________________________

**SECTION #:** ____________________________

Please administer the ____________________________________________ exam.

**Test Name**

**Date Test Begins:** ____________________________  **Date Test Ends:** ____________________________

**Time allowed:** ____________________________

Please check appropriate boxes (please read carefully as options have changed):

<table>
<thead>
<tr>
<th>Notes: 3x5</th>
<th>5x7</th>
<th>8x10</th>
<th>Open Book</th>
<th>Scantron required: 25</th>
<th>50</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scratch paper allowed</td>
<td></td>
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<tr>
<td>Calculator allowed</td>
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<tr>
<td>Green/Blue Book</td>
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<tr>
<td>Student must provide lined paper</td>
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</tbody>
</table>

**ADDITIONAL INSTRUCTION:**  

Other (Specify) ____________________________________________

Proctor Initials check in __________  
Instructor Initials check out __________

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Revised  
1/28/2019