



FOOTHILL COLLEGE

12345 El Monte Road • Los Altos Hills, CA • 94022-4599

TESTING & ASSESSMENT CENTER

Foothill Online Learning Faculty Request Form for Proctoring Services

Proctored Exams at the Testing Center

If your student cannot attend your scheduled *on-campus exam due a conflict with another class*, please email this form along with your exam (.pdf formatting preferred) to fhtesting@fhda.edu **three (3) days in advance of the requested exam date.**

There is no charge to students for this service.

Note: Students with disabilities should work with the Disabilities Resource Center (DRC) to schedule all exams via Clockworks. DRC website: <http://foothill.edu/drc/>

To be completed by the Instructor:

Student Name (First & Last): _____ CWID# _____

Instructor Name: _____ Course Title & Section: _____

The above student missed an exam on (date) _____ at (time) _____ AM/PM.

Please proctor the **attached exam** to my student using the following rules:

Exam Date: _____ Exam Start Time: _____ Duration of Exam: _____ hours _____ minutes

Test must start and end during Testing Center Hours of Operation:

Monday & Tuesday 8am-6:30pm, Wednesday & Thursday 8am-4:30pm, Friday 8am-2:30pm

Canvas Exam Password, if applicable _____

Allowable Test Materials (List all that apply below):

Notes (specify size): _____

Books (specify title & author): _____

Calculator (specify model): _____

Other: _____

Test Return Instructions:

- Student Etudes/Canvas Submission
- Faculty Email (to fhda.edu emails only)
- Instructor Pick-Up from Testing Center

Proctor Notes:

Start Time: _____ End Time: _____

Comments: _____
