INSTRUCTOR NAME: ___________________  TEST NAME: ___________________

PROCTOR: Use the test room clock visible to the student to mark start and end times.

Leave this sheet next to the student during the exam.

Date: ____________  RCC ID# ________________  Student Last Name: ________________

STUDENT: You are responsible for finishing your exam in the time allotted.

The total time used for this exam will be reported to your instructor.

This sheet will be collected with your exam.

Time Allowed: ____________  Your Start Time: ________________

YOUR END TIME: ________________

You are responsible for stopping this exam by this time.

Instructors may deduct credit if you take more than the allotted time.

Return the exam to the Proctor immediately.

Proctor/Testing Staff:

Time returned: ____________  Total time used for this exam: ________________

Testing staff initial: ________________

Date: ________________

Proctor: Attach this sheet to the completed exam and return to instructor.

To instructor: Please notify dtabela@rcc.mass.edu if you cannot see the scan and/or plan to pick up the original.

Uncollected scanned exams may be shredded after 2 weeks and at the end of the semester.
INSTRUCTOR NAME:_____________________ TEST NAME:_____________________

PROCTOR: Use the test room clock visible to the student to mark start and end times.

Leave this sheet next to the student during the exam.

☐ Instructor will pick up exam
☐ Scanned/emailed to instructor: Date:___________ Staff initial:___________

To instructor: Please notify dtabela@rcc.mass.edu if you cannot see the scan and/or plan to pick up the original. Uncollected scanned exams may be shredded after 2 weeks and at the end of the semester.