Spring 2021 Radford University Response Testing Center

Proctor Request Form

The Radford University Response Testing Center is available to support students who need to take an exam in a proctored testing space.

**Testing Hours:**

Monday 9:00am-7:00pm; Tuesday 10:00am-4:00pm; Wednesday 11:00am-7:00pm; Thursday 11:00am-5:00pm

**Testing Location:**

311 Young Hall

Proctor request forms and all testing materials can be hand delivered to the 3rd floor of Young Hall (Academic Success Center reception desk) or scanned and emailed to success@radford.edu.

* The form and all materials need to be received **at least 72 hours prior** to the testing window.
* The student must be provided with the handout explaining how to sign-up for a seat via Starfish.
* The faculty must provide the student with their expectations regarding testing timeline(s).
* Materials will be returned to faculty within 24 hours of completion of the exam or the next business day.
* **Tests will only be administered via paper and pen/pencil unless a laptop option is specifically requested (under “Other Instructions” below).**

The testing center is only responsible for the space and proctor. All communication about the exam, testing window, and scheduling a seat via Starfish is the responsibility of the faculty member.

**Faculty Information**

|  |  |
| --- | --- |
| Faculty Name |  |
| Radford Email |  |
| Contact Phone # |  |
| Alternate Phone # |  |
| Office Location |  |

**Test Information**

|  |  |
| --- | --- |
| Name of student(s) |  |
| Course Prefix and Number |  |
| Course Name |  |
| Test Name |  |
| Testing Window Dates |  |
| Time Limit |  |
| Materials Allowed | □ Scratch Paper □ Calculator □ Notes□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Collect Scratch Paper?  | Yes / No / N/A |

**Other Instructions**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_