



Warren
County Community College

Instructional Support Center
Proctored Test
Deposit / Scheduling Form
908-835-2354
isc@warren.edu

Indicate Semester

- Fall Spring
 SU A SU B SU C SU D

HAS an account **NEEDS an account**

Please **PRINT** All Information

Student: _____ / _____
DO NOT USE Nicknames Student ID #

Test Name: _____
(i.e., Chapter 6, Mid-Term, Final, or Quiz)

Instructor's Name: _____

Course Code: _____
(i.e. MAT 151)

Instructor's Phone: _____

Deposit Date: _____

Instructor's E-mail address: _____

First Date Student May Take Test: _____

Last Date Student May Take Test: _____

Test Return Preference: Email Instructor Pick-up

TESTING INSTRUCTIONS:

Accommodations: (MUST NOT DEVIATE FROM APPROVAL FORM!)

___ Scribe ___ None

___ Reader

___ Visually Impaired

___ Calculator

___ Environment Free from Distractions

___ Extended Time (indicate approved time below)

Supplemental materials allowed:

Calculator Notecard Textbook Class notes

Homework Handouts Power point presentations

Other: _____

Student signature **waiving** accommodation(s) during testing

X _____

For Proctor Use:

Start Time: _____

Testing Date: _____

End Time: _____

Maximum Testing Time Given to

Student Receives Extended Time:

Total Testing Time:

Students in Class: ___ hr ___ min



No

50%

100%



___ hr ___ min

By signing this form, I confirm the following statements:

- **Accommodations Assurance Statement:** The *Accommodations (if indicated)* above are consistent with the approved Accommodations listed on the **Academic Accommodations Request Form** processed by the Disabilities Coordinator.
- I approve / agree with the information supplied on this form.

X _____
Instructor's Signature - Required

X _____
Student's Signature – If Accommodations are listed

ISC Proctored Test Deposit Processes

Proctored Test Deposit / Scheduling Form (REVISED 10/18/24) **MUST** be used.

- Old **yellow** test deposit forms **WILL NOT BE ACCEPTED!**

Revised forms will be available via:

- ~ Email (sent as PDF to faculty)
- ~ In the ISC
- ~ On *MyWarren*
- ~ In Academic Affairs
- ~ In each faculty office

Proctored Test Deposit / Scheduling Process for Instructors:

1. Complete **Proctored Test Deposit/Scheduling Form** in its entirety – Each test **must** have its own form when submitted.
2. Deposit/Scheduling form and/or test may be submitted to ISC via in-person, After Hours Drop Box in hallway, or email.
3. At the time of test deposit, enter test information on Deposit Log – ISC staff will enter info ONLY if using drop box or email.
4. Notify student of test deposit.
5. Even if test is **NOT READY FOR DEPOSIT**, instructor **MUST** submit **Deposit /Scheduling Form** to ISC in order for students to schedule testing appointments.
6. Once test is completed, ISC will email instructor an ISC Proctor Report indicating that the test is ready for pick-up or will be scanned/emailed, as per request.

Scheduling Process:

- Students **WILL ONLY** be permitted to schedule testing appointments when their instructor has submitted the completed **Proctored Test Deposit / Scheduling Form** to ensure proper accommodations and testing times can be arranged.
- If the test is not attached to the form, it will be coded as **Test Pending** until the test has been deposited in the ISC.
- **No Deposit /Scheduling Form, No Appointment!**
- Instructors are to notify students that the scheduling form has been submitted to the ISC and that they **MUST** contact the ISC ASAP to schedule their testing appointment.

Test Return Process:

- The **Proctored Test Deposit/Scheduling Form** will not be returned to professors during test pick-up, but rather will be kept on file for our records, as **documents containing student information should NEVER be thrown in the trash or a recycling bin!**

IMPORTANT Reminders:

- The ISC **does not** receive/collect **student accommodation forms**, therefore the ISC relies entirely on what is written on the **Proctored Test Deposit / Scheduling Form**. This information **MUST** be accurate! Any desired alterations **MUST** be discussed with the Disabilities Coordinator. Please contact Annie Walters at (908) 689-7619 or via email awalters@warren.edu, or Jeremy Beeler at (908) 835-2301 or jbeeler@warren.edu, if you have any questions regarding a student's accommodations.
- Contact Rose Lynch at lynchr@warren.edu if you have any questions regarding this form or process.

Thank you for your anticipated cooperation! 😊

Instructional Support Center • Room 105 • (908) 835-2354