SLCC
SOUTH LOUISIANA COMMUNITY COLLEGE

Directions: form is to be completed by the instructor and emailed to testing@solacc.edu. The email must be sent from their school email account. All other email accounts will be considered invalid and not accepted. Appointments must be made two weeks prior to test date. Exam fee is $33.50 for each 90 minute session. Student will need to bring photo ID and your email receipt from Register Blast on the day of testing. Once we received this form we will call the student to complete the registration process and have them pay online via Register Blast. All proctored exams are administered at 9:00 AM every Monday, Tuesday, and Thursday.

Exam Information

Course Name: _____

Exam Name: _____

Exam Type: ☐ Computer/Internet Exam ☐ Paper Exam

If Computer Exam, URL: _____

Time limit: _____

Allowable Equipment: _____

Special Instructions: _____

Requested Date/Deadline for Proctored Exam: _____

Student Information

First Name: _____

Last Name: _____

Email: _____ Phone: _____

Instructors Information

First Name: _____

Last Name: _____

Email: _____ Phone: _____

Campus Address: _____

*Email login and password for any online exams and any copies of physical exams to testing@solacc.edu along with this form.

For Office Use Only

Form Received On: _____ Exam Received On: _____

Exam Take: _____ Proctor Name: _____

Comments: _____