



Stark State College of Technology  
6200 Frank Avenue, N.W.  
North Canton, OH 44720-7299  
**330-494-6170** | **1-800-79STARK** (1-800-797-8275)  
[www.starkstate.edu](http://www.starkstate.edu)

### WEB 3 OFF-SITE TEST PROCTORING INFORMATION FORM

This form will be completed for each test administered by an external proctor.

Type of Test:  Web Test (Password \_\_\_\_\_)  
 Paper Test

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Instructor's Division Phone Number \_\_\_\_\_ Instructor's Extension \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Instructor's Fax \_\_\_\_\_

Instructor's Fax \_\_\_\_\_

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ Index Number \_\_\_\_\_

Test Name/ No. \_\_\_\_\_

Test Window Dates: Start \_\_\_\_\_ End \_\_\_\_\_

Time Limit for Test \_\_\_\_\_ Test Return Date \_\_\_\_\_

**Student is allowed to use:**

Graphing Calculator     Scientific Calculator     Textbook     Notes/Charts  
 Computer/Internet     Dictionary/Reference     Formula Sheet     Floppy /CD/USB drive  
 Scrap Paper     Other (please specify)     Further Instructions (please specify)

Special Instructions, Needs or Comments \_\_\_\_\_

**NOTE: If no aids are specified by the instructor, none will be allowed.**

Return Instructions for Paper Tests:  Faxed     Mailed     Both

ALL PROCTORS ARE SUBJECT TO APPROVAL BY THE INSTRUCTOR