INSTRUCTOR NAME: ____________________________________________

BEST CONTACT NUMBER: ___________________________ EMAIL ADDRESS: _______________________

SUBJECT/COURSE #: ___________________________ EXAM TITLE: _______________________________________

LAST DATE FOR EXAM TO BE GIVEN: ___________________________

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN BOOK</td>
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<tr>
<td>Please Specify Title</td>
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<tr>
<td>OPEN NOTES</td>
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<td>CALCULATOR</td>
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<td>Please Specify Type</td>
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<tr>
<td>SCANTRON</td>
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<td></td>
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<tr>
<td>SCRAP/LINED PAPER</td>
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PLEASE USE THE SPACE BELOW TO NOTE SPECIFIC EXAM REQUIREMENTS/ACCOMODATIONS

DO YOU ALLOW BATHROOM BREAKS? YES ☐ NO ☐

Test Time Limit:
(OR, DURATION OF CLASS PERIOD)
____________ HOURS ___________ MINUTES

SWA Time Limit:
(PLEASE INDICATE BOTH TIME LIMITS FOR SWA)
____________ HOURS ___________ MINUTES
FOR MULTIPLE SWA’s, YOU MAY INDICATE THEIR INDIVIDUAL TIME LIMITS NEXT TO THEIR NAMES.

STUDENT NAME (FIRST AND LAST NAME REQUIRED)  SWA  DATE TAKEN  PICKED UP

1

2

3

4

5

6

COMPLETED EXAMS MUST BE PICKED UP BY THE INSTRUCTOR OR DEPT ADMINISTRATIVE ASSISTANT.
Faculty Referred Exams – Testing Center Guidelines

When dropping off any exams, please complete the *NOVA Alexandria – Testing Center Services Request Form* completely, accurately, and legibly.

By taking an exam to the Testing Center, it is implied that students and instructors agree to adhere to the policies and guidelines set by the Testing Center, even those not explicitly stated, including but not limited to: cut off times and test collection times. For guidelines regarding proctoring Faculty Referred Exams, see below:

<table>
<thead>
<tr>
<th>INSTRUCTOR NAME</th>
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### General Guidelines:
- All faculty referred exams must be started at least 60 minutes prior to closing regardless of time limits imposed by the instructor. All tests are stopped, collected, and/or submitted 15 minutes prior to closing.
- All exams should be dropped off or picked up at least 15 minutes prior to closing.
- We do not accept exams brought in by students.

### Proctoring of Faculty Referred Exams is available for:
- Students with documented Accommodations (SWAs).
- Students who miss the original test date due to illness, family related emergency, and prearranged cases to be determined by instructor.

We do **not** proctor exams for entire classes. In addition to this policy, we ask that instructors:
- Limit the number of exams they drop off to six (6) students per Services Request Form.
- Limit the number of exams to six (6) students per class section per exam.
- Do not have Saturday as an end date.

Faculty must directly submit requests for extensions for exams already in the Testing Center to [altestctr@nvcc.edu](mailto:altestctr@nvcc.edu) or by calling 703.845.6035.

During the scheduled final exams week, we proctor Faculty Referred Exams for **Students with documented Accommodations ONLY**. **No Exceptions.**