



1100 College Drive Mena, AR 71953

Phone 479-394-7622 FAX 479-394-5329

Proctoring Checklist

Instructor name

Instructor contact information:

Phone #

Email

Class name _____ Test name _____

Type of Exam

- Online Password _____
- Pen/paper

Testing rules and requirements

- ID required
- Calculator allowed
- No Calculator allowed
- Book allowed
- No Book allowed
- Notes allowed (# of pages) _____
- No Notes allowed
- Time limit _____

Method to return completed test

- Scan & attach to email
- FAX (# required) _____
- US mail
- Online- doesn't apply

Special Instructions:

UA Rich Mountain Testing Center Contacts:

Pamela Barron, Testing Coordinator pbarron@rmcc.edu 479-394-7622 ext. 1422

Jeanette Berry, EOC Representative jberry@rmcc.edu 479-394-7622 ext. 1644

Chad Fielding, Vice President of Student Affairs, and Testing Center Supervisor

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