



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
- Book allowed
- Respondus Lock-down browser
- Notes allowed (# of pages) _____
- Scratch paper
- Time limit _____

Method to return completed test

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

Special Instructions:

Return to UA Rich Mountain Testing Center
testcenter@uarichmountain.edu

All non-UA Rich Mountain students pay a \$30 Proctor Fee