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| **TESTING CENTER INSTRUCTIONS FOR EXAM ADMINISTRATION**  **PLEASE PLACE INSTRUCTOR’S NAME ON ALL EXAMS**   |  |  |  | | --- | --- | --- | | *Date Exam Placed In Center* |  | *Testing Center* | | *Instructor* |  |  |  |  |  |  |  | | --- | --- | --- | --- | | *Department* |  | *Campus* |  | | *Day Phone* |  | *Evening Phone* |  | | *Course* |  | *Assignment Name* |  | | *Number of Students Expected* |  | *Number of Copies Provided* |  |   **PROCTORING INSTRUCTIONS**   |  |  |  | | --- | --- | --- | | *Last Time to Begin Exam:* |  | | | *Time Allowed* |  |  | | *Calculator Allowed:* |  |  | | *Textbook Allowed* |  |  | | *Charts and Notes Allowed* |  |  | | *Write On Exam* |  |  | | *Additional Paper Allowed:* |  |  | | *Password* |  |  | | *Other Instructions or Name* |  | |   *Testing Center Hours: 8:00 am – 5:00 pm (10:00 am – 4:30 pm on Friday) Southern & Dobson:* 480-461-7336 (Phone) | 480-844-3257 (Fax) | [testing@mesacc.edu](mailto:testing@mesacc.edu) (E-Mail) *Red Mountain*: 480-654-7811 (Phone) | 480-654-7379 (Fax) | [rmtesting@mesacc.edu](mailto:rmtesting@mesacc.edu) (E-Mail) |