Proctoring Services Form
California State University Northridge, Testing Center
18111 Nordhoff Street
Northridge, CA 91330-8240
818-677-2369
Testing Officer: Charity Chia

Appointments are NOT made until exam materials have been received by the Testing Center. Appointments are NOT made within 24 hours of an exam deadline. Form is to be completed and returned by candidate’s institution and/or instructor. Cannot be submitted by the candidate.

Testing Center Hours
Monday – Friday, 8:30am – 4:45pm, by appointment (first-come, first-served based on availability)

Candidate’s/Instructor Information (please print)
Candidate’s Name: ______________________  Candidate’s Phone: ______________________
Candidate’s Email: ______________________
Instructor’s Name: ______________________  Instructor’s Signature: ______________________
Instructor’s Phone: ______________________  Instructor’s Email: ______________________
Course Name/Number: ____________________  Midterm/Final/Exam#: ____________________

Exam Parameters:
☐ Open Book  ☐ Dictionary/Thesaurus  ☐ Word-spell check
☐ Open Notes  ☐ Scratch Paper (provided by Testing Center)  ☐ Notepad-no spell check
☐ Note Card / Crib Sheet  ☐ Calculator (Basic or graphing)  ☐ NO MATERIALS ALLOWED
(card/sheet size ________)

Special Instructions / More Information:
☐ Collect Notes/Note Card  ☐ Collect Scratch paper  ☐ Write answers on exam
☐ Scantron provided  ☐ Essay book provided  ☐ Answer sheet provided
☐ Online password:____________  ☐ Other (please explain):

Test Available On: ______________________
Deadline Date:____________________  Time limit: ___________ ________
Hour(s)  Minutes

Exams will be kept by CSUN Testing Center for a maximum of 30 days from receipt of exam materials, unless otherwise indicated by a deadline date listed above.

Return of completed exams:
☐ USPS mail  ☐ Prepaid envelope provided  ☐ Examinee supplies prepaid postage
☐ Scanned & Emailed  Email address: __________________________