

Idaho State University-Meridian Proctor Request

Name of the student to be tested: _____

Student's phone: _____ email: _____

Student should contact testing services center (TSC) 5-days after this request sent to reserve test date.

_____ ISU Student _____ Non-ISU Student _____ paper exam _____ online exam

*Passwords must be sent to MERTEST@ISU.EDU not later than 48 hours (2 working days) prior to scheduled exam date.

Date test sent to TSC: _____

Instructor's name: _____

Campus extension: _____ Home/cell phone: _____

Course: _____ Test: _____

TEST ADMINISTRATION INSTRUCTIONS:

Earliest date student may test: _____; Latest date student may test: _____

Time Limit: _____ No _____ Yes (please specify): _____

Answers should be placed on: _____ Test
 _____ Answer Sheet
 _____ Other (Please Specify):

Testing Aids Allowed: _____ Calculator
 _____ Dictionary
 _____ Notes/Open Book
 _____ Scratch paper (dispose or turn in (circle one))
 _____ Textbook (title): _____
 _____ Other (specify): _____
 _____ Are Breaks Allowed? No Yes

Break instructions: _____

(If breaks are permitted they will not be monitored as we are not staffed to proctor and monitor breaks.)

For non-ISU students, return instructions must be included with all exams.

Location:

Idaho State University – Meridian
Testing Services Center
1311 East Central Drive, Room 841
Meridian, ID 83642

Phone: (208) 373-1960

Email: mertest@isu.edu

Proctor: Greg Fischer



Arrows show entrance and visitor parking area. Testing services center is on the second floor in room 841. If test requires a fee, make payment at main admin counter at entrance and bring receipt to testing services center.