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.