

Mt. San Antonio College
Learning Assistance Center

On-Line Exam Protocol Form

Mail Instructions to:

Mt. San Antonio College
Testing Services
Bldg. 6, Room 101
1100 N. Grand Avenue
Walnut, CA 91789

Date: _____

Contact person:

Institution/University/College:

Phone # _____

Email: _____

Please administer the following:

Course Title

Exam #

Student's Name

Student's Ph. #

Student's Email Address:

Software specifications:
(Must be submitted two weeks prior to the exam date)

Scheduled testing dates:
(From) _____ (To) _____

Maximum time allowed:

Please check appropriate boxes:

- | | | |
|--|--|--|
| <input type="checkbox"/> Open Book/Open Notes | <input type="checkbox"/> Closed Book | <input type="checkbox"/> Dictionary (Electronic/Paper) |
| <input type="checkbox"/> Calculator
(Standard/Graphic/Programmable) | <input type="checkbox"/> Scratch Paper | <input type="checkbox"/> Other (Special Instructions) |

Special Instructions:

For on-line monitoring students will need to contact Testing Services two weeks in advance at (909) 274-4300 or e-mail tfisher-gabriana@mtsac.edu to make arrangements. Students may also contact Bailey Smith, Director of the Learning Assistance Center at (909) 274-5669 or e-mail bksmith@mtsac.edu if they have general questions about services provided by Learning Assistance Center.