(Testing Center use): Name/Day/Time: _____

Portland Community College

Proctored Exam Instruction Sheet

Website: www.pcc.edu/testing

Name(s) of student(s) taking exam (up to 8 students):

_____

_____

Test Information

Instructor: _____ **Phone:** _____

Course: _____ **Email:** _____

Exam Instructions

Max time limit: _____ **Exam title:** _____

Exam deadline: _____ **Password (If applicable):** _____

Check all that apply

Books allowed ☐ **Scantron(s)** ☐ **Calculator? grf** ☐ **sci** ☐ **basic** ☐

Notes allowed *(Specify below)* ☐ **Blue book(s)** ☐ **Exam page count:** _____

Mark return option

☐ **Hold for instructor pick-up** ☐ **Scan/email**

Special Instructions

_____

_____

_____

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Updated 10/05/2026 A. McDonald