

Testing Center Information Sheet



Complete the following before dropping off your test:

- Write instructor's name on top
- Number all test copies
- Fill out this form completely
- Please note that homework CAN NOT be turned into the testing center

Tests submitted between:

- 8am-11am Monday-Friday, will be available by 2pm
- 11am-2pm Monday-Friday, will be available by 4pm
- 2pm and after Monday-Thursday WILL NOT be available until the next day
- Test submitted after 2pm on Fridays WILL NOT be available until the following Monday.

Test Name and Number _____ **Instructor's Name** _____

Ext _____ MC _____ Email _____ HomePhone _____

Course Name _____ **Section Number(s)** _____

Number of Tests being submitted _____ **Beginning Date** _____ **Ending Date** _____

Test Type: (Please Circle) Scantron / Write On **Student Purchases Scantron:** Yes / No

Time Limit: Yes / No **Time Allowed:** Hours _____ Mins _____

Special Instructions _____

Number of tests at other centers: _____ Student Services/ _____ Social Science/ _____ Natural Science/ _____ Davis/ _____ West

Testing Aids Permitted: (Please Check)

Materials:

Scratch Paper

Open Book

Writing allowed on pages of book

*Please note, Testing Center cannot ensure test security with open book tests.

Write on Exam

Cue Sheets: _____ size

Notes: _____ pages

Dictionary:

English Dictionary

Paper Foreign Dictionary

Restroom break:

Restroom Break if over 2 hours

One Restroom Break

***Please note that by allowing restroom breaks, the instructor waives test security**

***** Testing Center Use Only*****

Calculator:

Any Calculator

Four Function Calculator

Scientific Calculator

Graphing Calculator

Financial Calculator

Testing Center Provides Calculator

Date Received _____

Confirmation Number _____

