

Testing Center Information Sheet

Instructors may bring their tests to the Testing Center weekdays between the hours of 8:00 A.M. and 2:00 P.M.

Tests Submitted Between:

8:00-11:00 A.M. Will be available by 2:00 P.M.

11:00-2:00 P.M. Will be available by 4:00 P.M.

Tests Submitted after 2:00 P.M. WILL NOT be available until the following day.

Tests Submitted after 2:00 P.M. on Fridays WILL NOT be available until 11:00 A.M. Monday.

- All test copies MUST be numbered before they are submitted.

- All information on this form MUST be filled out.

- Homework CAN NOT be turned into the Testing Center

- All tests must be complete. Instructors are responsible for providing sufficient copies

Instructor's Name: _____

Course Name and Number _____ Course Section Number(s): _____

Test Name and Number: _____

Ext: _____ MC: _____ E-mail: _____ Home Phone: _____

Number of Tests at the following centers _____ Student Services _____ Social Science _____ Natural Science
_____ Davis _____ West

Beginning Date: _____ Ending Date: _____

Time Limit YES / NO Time Allowed: _____ Minutes _____ Student Purchase Scantron Yes / No

Testing Aids Permitted (Circle Yes or No)

Cue Sheets (Size _____) Yes / No Electronic Foreign Dictionary Yes / No

Notes (# of pages _____) Yes / No Scratch Paper Yes / No

Open Book Yes / No Restroom Break if over 2 hours Yes / No

English Dictionary Yes / No Write on Exam Yes / No

Paper Foreign Dictionary Yes / No Calculator: Four Function Yes / No

Other Instructions: (Specify) _____ Scientific Yes / No

_____ Testing Center Provided Yes / No

_____ Graphing/ Programmable Yes / No

_____ Business/ Financial Yes / No

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

Scan Test _____ Write On _____ Scan and Write On _____ Confirmation Number: _____

Test Copies Received: _____ to _____ Date: _____ Initials: _____

End of Test Count: # of Clean Tests: _____ # of student tests/ scantrons: _____ Initials: _____

P.U. # of Clean Tests: _____ # of student tests/ scantrons: _____ Date: _____ Initials: _____

REPORT TIMELINES FOR MACHINE SCORED EXAMS:

Student’s exam results are emailed to their Wildcat accounts on the quarter hour.

Instructor’s reports are emailed to their GroupWise account by morning the day after the test ends.

STUDENT REPORT OPTIONS. SELECT ONE OPTION ONLY:

- No Score – Refer to instructor for score
- Score and Percent
- Score, Percent, and Questions missed (default setting)
- Score, Percent, Questions missed, and Student answers to questions missed
- Do **NOT** send results until the test closes!!!
- Release Score Only But hold other test data till test closes

Scoring Options:

Unless indicated below, the maximum score will equal the number of multiple choice questions at one point each. The weight for any question not specified will also be 1 point.

If all questions are weighted evenly

Number of Questions:		Item Weight:	Points	Maximum Score:	
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If questions are weighted differently or there are Bonus Questions:

Total Number of Multiple Choice Questions						Bonus?	
Number		To		Item Weight:	Points	Yes	No
Number		To		Item Weight:	Points	Yes	No
Number		To		Item Weight:	Points	Yes	No
Number		To		Item Weight:	Points	Yes	No