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

Dictionary:
☐ English Dictionary
☐ Paper Foreign Dictionary

Calculator:
☐ Any Calculator
☐ Four Function Calculator
☐ Scientific Calculator
☐ Graphing Calculator
☐ Financial Calculator
☐ Testing Center Provides Calculator

Restroom break:
☐ Restroom Break if over 2 hours
   *Please note that by allowing restroom breaks, the instructor waives test security

One Restroom Break

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

Date Received_________________ Confirmation Number ________________
Reports:
Reports and students’ scores are sent to instructors through chitester.weber.edu. All information is loaded instantly and instructors may check status of test at anytime.

Feedback to Students:

Score and Percent:
- [ ] Immediately
- [ ] After the test run

Student report (which questions a student missed):
- [ ] Immediately
- [ ] After the test run

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

<table>
<thead>
<tr>
<th>Number of Questions:</th>
<th>Item Weight:</th>
<th>Maximum Score</th>
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If questions are weighted differently or there are Bonus Questions:

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<tr>
<th>Numbers</th>
<th>to</th>
<th>Item Weight</th>
<th>Bonus</th>
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<tbody>
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<td>Numbers</td>
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Individuals authorized to pick up finished exams: (must have ID to pick up)

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<tr>
<th>Tests Picked Up #</th>
<th>to</th>
<th>Date</th>
<th>Initial</th>
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