



Redwood: 956-7340 Riverside: 245-7777 Table Rock: 245-7820

Circle all that apply from these approved tests:

Credit Course: Make Up or Re-take; Telecourse; Mid-Term (#___) ; Final; On-line Course; Special accommodation* (If private room is needed, advance reservation is required.)

Instructor _____ Phone _____ E-Mail _____

Start Date _____ End Date _____ # of Copies _____ Course _____

Student name(s) _____ Ch Test # _____

(Attach sheet if space is needed for additional names.)

INSTRUCTORS: Please write specific testing information or guidelines so the testing center staff can effectively proctor the test.

- Please include instructor's name and course number on top of tests.
Telecourse homework may be turned in to the Test Center for campus mail delivery.
Students will not be allowed to leave the testing center while testing and return later to complete a test unless otherwise noted by instructor.
All students will be required to show photo ID when testing.
There is no testing between terms without prior arrangements.
There is no testing on the last Friday of the term. (Thursday during Summer Term).

Exception: Testing Centers are open from 8:30-12:00 for documented accommodated testing the last day of each term.

Testing Information/Guidelines: Please Complete

Table with 3 columns: Yes, No, Comments. Rows include: Time Limit, Scantron Needed, Text Permitted, Notes Permitted, Calculator Permitted, Dictionary Permitted, Thesaurus Permitted, Computer Use Permitted, Private room required, Other Instructions.

INSTRUCTORS: PLEASE NOTE WHERE AND WHEN YOU WOULD LIKE COMPLETED TESTS AND TELECOURSE HOMEWORK SENT, OR IF YOU WILL PICK THEM UP YOURSELF.

WHERE _____ WHEN _____ PICK-UP _____