**TEST-QUIZ-EXAM COVERSHEET**

**TEST WILL NOT BE GIVEN TO AN ENTIRE CLASS FOR CAMPUS-BASED CLASSES.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Faculty:** | Click here to enter text. | | | **Phone #:** | | Click here to enter text. | |  |
| **Campus/Room #:** | Click here to enter text. | | | **Faculty E-mail:** | | Click here to enter text. | |  |
| **Course Name/#:** | Click here to enter text. | | | **Copies of Test #:** | | Click here to enter text. | |  |
| **Test Name:** | Click here to enter text. | | | **Paper & Pencil:** | |  | |  |
| **TESTING CENTER**  ***Please mark all that apply:*** |  | Test Available at **LGC** **(OR)** Testing Center |  | Test Available at **FAC(SP)** Testing Center |  | Test Available at **DTC(CU)** Testing Center |  | Test Available at **SCC(ST)** Testing Center |

**TYPE OF COURSE:** (Check one below)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Campus-Based |  | Hybrid | |  | |  |
|  | Distance Education |  | Other | |  | |  |
| Start Date On: | Click here to enter a date. | Last Date To Take: | | Click here to enter a date. | |  | Roster Attached |
|  | Student Name(s) Click here to enter text. | | | | | | |

**SPECIAL INSTRUCTIONS:** (If nothing is checked below, NO aides will be allowed.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **No Materials** |  | **Any of the following calculators:** |  | **Materials Allowed:** |  | **Math formula sheet** |
|  | **Scratch Paper**  **No Scratch Paper** | **Standard Calculator**  **Scientific Calculator**  **Graphing Calculator** |  | **Homework** *(handwritten)*  **Homework** *(typed)* |  | **Power Point Slides** |
|  | **Write answer on test**  **Scantron *(Specify type):***  Click here to enter text. |  | **1 Sheet of notes** *(front only)*  **1 Sheet of notes** *(front and back)* |  | **3 X 5 index card** *(front only)*  **3 X 5 index card** *(front and back)* |
|  | **Shred scratch paper**  **Save scratch paper** |  | **Own calculator** |  | **Periodic Table** |  | **Text Book** |
|  |  | **Own pencils and pens** |
|  | **Collect other materials. *(Specify):***  Click here to enter text. |  | **E-Book** *(Cannot be used with Respondus Lockdown Browser.)* |  | **Dictionary *(Specify):***  Click here to enter text. |  | **Book *(Specify):***  Click here to enter text. |
|  | **Respondus Lockdown Browser is REQUIRED** |  | **Respondus Lockdown Browser will interfere with this test.** |  | **Password:**  Click here to enter text. |  | **Other Materials Allowed *(Specify):***  Click here to enter text. |
| **Additional Comments:** Click here to enter text. | | | | | | | |

**Note: Testing Services will supply Scantrons and scratch paper. Students *may not use electronic devices* that can access the Internet.**

* *Students will be advised to contact their instructor when computer, Blackboard, or other technical problems occur.*
* *Testing Services will not accept homework from students.*
* *Tests/exams proctored at Testing Services cannot be timed. The proctor can indicate on paper-based exams when the test was given to students and when it was collected. Students must keep track of their time.*

***Students must show a valid photo ID as well as know their student ID number, faculty name, course, and test name when they come to take a test/quiz/exam. If students do not have a valid photo ID, then they will not be allowed to test.***

**Faculty must bring a photo ID to pick up Completed Exams.**

**Proctor Use Only:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date placed in Testing:** | Click here to enter a date. | **Initials of proctor accepting test/quiz/exam:** | Click here to enter text. |
| **Date/Time picked up by Instructor:** | Click here to enter a date. | **Initial/signature picking up materials:** | Click here to enter text. |

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