

## TEST-QUIZ-EXAM COVERSHEET

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

**Name of Faculty:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Campus/Room #:** \_\_\_\_\_ **Faculty E-mail:** \_\_\_\_\_  
**Course Name/#:** \_\_\_\_\_ **Copies of Test #:** \_\_\_\_\_  
**Test Name:** \_\_\_\_\_ **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**

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

<input type="checkbox"/>	Campus-Based	<input type="checkbox"/>	Hybrid
<input type="checkbox"/>	Distance Education	<input type="checkbox"/>	Other
Start Date On: _____		Last Date To Take: _____	
<input type="checkbox"/>	Roster Attached		
<input type="checkbox"/>	Student Name(s) <a href="#">Click here to enter text.</a>		

**SPECIAL INSTRUCTIONS:** (If noting is checked below, NO aides will be allowed)

<input type="checkbox"/>	<b>No Materials</b>	<input type="checkbox"/>	<b>Write answer on paper</b>	<input type="checkbox"/>	<b>Homework (handwritten)</b>	<input type="checkbox"/>	<b>1 Sheet front &amp; back notes</b>
<input type="checkbox"/>	<b>Scratch Paper</b>	<input type="checkbox"/>	<b>Scantron- specify type</b>	<input type="checkbox"/>	<b>3 x 5 index card</b>	<input type="checkbox"/>	<b>Power Point Slides</b>
<input type="checkbox"/>	<b>Math formula 3x5 card</b>	<input type="checkbox"/>	<b>Study Guide</b>	<input type="checkbox"/>	<b>Dictionary</b>	<input type="checkbox"/>	<b>Periodic Table</b>
<input type="checkbox"/>	<b>Math formula Sheet</b>	<input type="checkbox"/>	<b>Book</b>	<input type="checkbox"/>	<b>E-Book (Not Available at this time.)</b>	<input type="checkbox"/>	<b>Text Book</b>
<input type="checkbox"/>	<b>Calculator: Any of the following</b>	<input type="checkbox"/>	<b>Calculator: Standard</b>	<input type="checkbox"/>	<b>Calculator: Scientific</b>	<input type="checkbox"/>	<b>Calculator: TI-83 or other TI graphing</b>
<input type="checkbox"/>	<b>Respondus Lockdown Browser is REQUIRED</b>	<input type="checkbox"/>	<b>Respondus Lockdown Browser will interfere with this test.</b>	<input type="checkbox"/>	<b>Collect materials and/or used scratch paper after testing is complete.</b>	<input type="checkbox"/>	<b>Password:</b>

**Additional Comments:**

**Note:** Testing Services will supply the Scantron and scratch paper required for the exam unless the Scantron is something we do not carry. Students *may not use any electronic devices that can access the Internet.*

- *If computer, Blackboard, or other electronic format problems occur the student will be advised to contact their instructor.*
- *Homework will not be accepted in Testing Services from students; they will be directed to their instructors or appropriate department.*
- *Tests/exams proctored at Testing Services cannot be timed; the Proctor can indicate on paper and pencil exams when the test was given to the student, and when it was collected from the student; Proctors will tell the student they must keep track of their time.*

*Remind students that they must show a valid photo ID and know their student ID number, faculty name, course and test name when they come to take a test/quiz/exam. If they do not have a valid photo ID they will be turned away.*

**Faculty can pick up Completed Exams with a photo ID in Testing Services.**

**Proctor Use Only:**

<b>Date placed in Testing:</b>		<b>Initials of proctor accepting test/quiz/exam:</b>	
<b>Date/Time picked up by Instructor:</b>		<b>Instructor initial/signature that picked up materials:</b>	