**TEST-QUIZ-EXAM COVERSHEET**

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

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| **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 #:** |
| **Test Name:** Click here to enter text. | **Paper & Pencil:** |
| **HESI:**  **ExamSoft:** | **Length of Exam (if timed):** Click here to enter text. |

**TESTING CENTER *Please mark the testing center(s) where students can test. 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:** Click here to enter a date. | **End Date:** Click here to enter a date. |  |  |

**Please list students’ names on page 2 of the Test Coversheet or submit a separate roster in a Word document.**

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

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| --- | --- | --- | --- |
| **No Materials** | **Calculators** | **Materials Allowed:** | **Math formula sheet** |
| **Scratch Paper**  **No Scratch Paper** | **Standard Calculator** | **Homework** *(handwritten)*  **Homework** *(typed)* | **PowerPoint Slides** |
| **Shred scratch paper**  **Save scratch paper** | **Scientific Calculator**  **Graphing Calculator** | **1 Sheet of notes**  *(front only)*  **1 Sheet of notes**  *(front & back)* | **3 X 5 index card**  *(front only)*  **3 X 5 index card**  *(front and back)* |
| **Write answers on test** | **Own calculator** | **Periodic Table** | **Textbook** |
| **Scantron *(Specify type):***  Click here to enter text. |  | **StatCrunch** | **Excel** |
| **Collect other materials *(Specify):***  Click here to enter text. | **Own pencil and pens** | **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. |

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

***Students 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. Students who do not have a valid photo ID will not be allowed to test.***

**Faculty must bring a valid 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. |

**STUDENTS’ NAMES** *(Enter 1 name per cell.)*

Please indicate the students’ accommodation (1.5X, 2.0X, or other) beside their name if applicable.

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