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 #:**
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 **DTC(CU)** Testing Center ☐
Test Available at **FAC (SP)** 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.)

	Calculators	Materials Allowed:	☐ **Math formula sheet**
☐ **No Materials**			
☐ **Scratch Paper**	☐ **Standard Calculator**	☐ **Homework** *(handwritten)*	☐ **PowerPoint Slides**
☐ **No Scratch Paper**		☐ **Homework** *(typed)*	
☐ **Shred scratch paper**	☐ **Scientific Calculator**	☐ **1 Sheet of notes** *(front only)*	☐ **3 X 5 index card** *(front only)*
☐ **Save scratch paper**	☐ **Graphing Calculator**	☐ **1 Sheet of notes** *(front & back)*	☐ **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.