



Test Administration Request Form

(for External Campus exams)

Please return this form with paper tests to the Testing Center OR submit electronically for any computerized test, including WebCT exams 5 business days prior to test administration

*****NOTE: ALL applicable fields MUST be filled in order for form to be accepted**

Test/Quiz Title: _____

Course: _____ Section: _____

Test Start Date _____ Time Limit: _____ Test End Date: _____

Please indicate whether the student is allowed to use any or all of the following:

- Notes
- Book
- Calculator (SPECIFY TYPE): _____
- Extended Time (SPECIFY): _____
- Other (SPECIFY): _____

Answer Format (Supplies and Scantron form must be provided by Instructor):

- Write Answers on Exam Essay Booklet Paper Exam
- Answer Sheet Provided Scantron
- Computer Test / Web Format (SPECIFY PROGRAM): _____
- Other (SPECIFY): _____

Test/Exam Grading and Disposition Instructions:

- Send via PDF Email (Proctor will send automatically)
- Send by Postal Mail

Other Instructions / Comments:

Password for Web Exams: _____ Student Name: _____

PRINT Instructor Name: _____ Date: _____

Instructor Signature: _____

Contact Phone(s): _____ Contact Email: _____

Department: _____ Term: _____

Campus Information such as address:

FOR ASSESMENT / TESTING CENTER STAFF ONLY

Date test arrived: _____ Proctor Signature: _____

Date test returned: _____ Proctor Signature: _____