**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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