

## Testing Services

### Test Administration Request Form

#### To Instructors:

- ⇒ Your name must appear on each test if you are not using departmental tests.
- ⇒ Identify on each test the course material covered (e.g., Chapter, Unit, or title).
- ⇒ PLEASE remove your tests from the Center's files after deadlines.

- Full Class tests (Permission granted by ADD and Dean of Academic Affairs).
- Make up for Individual Students \_\_\_\_\_

\_\_\_\_\_

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#### Testing Information:

Instructor name: \_\_\_\_\_  
Course Code: \_\_\_\_\_  
Section number(s) \_\_\_\_\_  
Unit # \_\_\_\_\_  
Date test submitted: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Dates test is to be administered:

\_\_\_\_\_

Start                      End

After this date test should be

Shredded       Returned

Type of test submitted:

- Consumable (Student may write on test.)
- Non-Consumable (Work paper is supplied by Testing Center or Instructor.)
- Scored by Digital Desk
- Combination Computer Scored and Work paper
- Scantron Scored Test
- Angel Secure Browser
- Angel Password \_\_\_\_\_

How many tests are being submitted:

\_\_\_\_\_

#### Special Instructions:

- Students may not use any material or equipment.
- Student may use the checked items:
  - Textbook
  - Calculator Type \_\_\_\_\_
  - Chart (Supplied by Instructor)
  - Formula Sheet (Supplied by Inst) \_\_\_\_\_
  - Notes
  - Language Dictionary

Is a permission Slip necessary:

Yes       No

Additional Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All tests are to be picked up in the Testing Center by the Instructor or Learning Assistant. Under no circumstances will completed tests be returned via interoffice or postal mail, nor will homework or other assignments be collected from students.