

# Brookdale Community College Testing Center 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 Testing Center's files after deadlines.

Full Class tests (DE, Online, Remote Live Only). Full class tests that are not DE, Online, or Remote Live need permission granted by ADD and VP of Academic Affairs.

Make up Individual Students \_\_\_\_\_

\_\_\_\_\_  
(or attach list)

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### Testing Information:

Instructor name: \_\_\_\_\_

Course Code: \_\_\_\_\_

Section number(s) \_\_\_\_\_

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)

Computer Scored Test (Digital Desk)

Combination Computer Scored and work paper (Formatted Forms, Essay, etc.)

Scantron Scored Test

Canvas Secure Browser

Canvas Password \_\_\_\_\_

What is the Unit, Chapter, or Title:  
\_\_\_\_\_

Special Instructions: Please check any of the material or equipment that students may use during testing or select "No".

No:  Students may not use any material or equipment.

Yes:  Student may use the checked items:

Textbook

Calculator Type \_\_\_\_\_

Chart (Supplied by Instructor)

Formula Sheet (Supplied by Inst) \_\_\_\_\_

Notes

Language Dictionary

Describe additional Instructions: \_\_\_\_\_  
\_\_\_\_\_

Is a permission Slip necessary:

No

Yes

All tests are to be picked up in the Testing Center by the Instructor

How many tests are being submitted: \_\_\_\_\_