Testing Center
Request for Student to Take a Test

This request form **is to be completed by the instructor and returned to the Testing Center** with all test materials. If you have any questions, please feel free to contact the Testing Center for assistance, 419-434-5122 or 419-434-5532.

Please remind the student that it is the **student's responsibility to make an appointment** in the Testing Center at least one (1) business day in advance. **Student's must present a photo ID before taking the test.**

INSTRUCTOR COMPLETES THIS SECTION

_____   _____
Student's Name   Course Name and Section Number

_____   _____
Instructor's Name   Instructor's Phone Number

Last date allowed to take test: _____/_____/_____ (Please Specify)

Students in the classroom will be allowed _____Hour _____Minutes to take this exam. (Required Information)

Appropriate accommodations will be made for those students registered with the Office of Accommodation & Inclusion. Only students with an acceptable, documented disability will be allowed extended time.

What item(s) is the student allowed to use? **Please specify. The student will not be allowed to have anything but the test unless noted.**
___ Pens/Pencils   ___ Textbook   ___ Notes   ___ Computer   ___ Calculator   ___ Scratch Paper
__ Other _____

If the student arrives before their scheduled time, they may begin the test: ___ YES ___ NO

For Online Exams, describe "Submit" screen _____

Method of return to instructor *If not indicated, test will be held in the Testing Center for pick-up. **Delivery is not provided.**
__ Instructor or AA will pick up test   __ Online Exam (No Pickup Necessary) __ Interoffice Mail (not recommended)
__ Other: _____

WHEN SIGNING IN TO TAKE TEST:

Test Taker: I have read and understand the Testing Center Rules.   Signature: _____

Tester provided valid photo ID _____   UF ID#: _____

TESTING CENTER USE ONLY

Date Test Received ___/___/____	Date Taken ____/____/____	Date Test Returned ___/___/___
Logged in by: _____	Start Time:_____am/pm	_____ Picked up _____Mailed
Accommodation: _____	Finish Time:_____am/pm	
Courtesy: _____	Room _____ Monitor_____	Logged out by:_____