

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 must present a photo ID before taking the test.**

INSTRUCTOR IS TO COMPLETE 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. **(Required Information)**

Appropriate accommodations will be made for those students registered with the Office of Accommodation and Inclusion. Only those students with an acceptable, documented disability will be allowed extended time. If you suspect that a student has a disability, please refer them to OAI.

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
 Text Book
 Notes
 Computer
 Calculator
 Scratch Paper
 Other _____

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 _____

Testing Center Use Only

Date
Received ____/____/____
Logged in by: _____

Type of Test
Accommodation _____

Courtesy Exam _____

____ Tester provided a valid ID.
ID# _____
I have read and understand the Testing Center Rules.

Signature of Test Taker

Date
Taken ____/____/____
Start Time: ____ am/pm
Finish Time: ____ am/pm
Room # _____
Monitor _____

Date
Returned ____/____/____
____ Picked up
____ Mailed
____ Online/Other
Logged out
by: _____