

Instructors: encourage students to make an appointment ahead of time due to the ASC being short-staffed. Thank you!

General Information

Instructor: _____ Department & Course Number: _____
Test Title: _____ # test takers: _____
Exam Open (date/time): _____ Exam Close (date/time): _____
Test Time Allowed: ____ hours ____ minutes Online password: _____
Exam Retrieval (check): instructor will PICK UP / ASC will deliver via inter-campus mail to _____

Additional Testing Information: please check appropriate boxes

Mark answers on test.

Use blue book or separate sheet of paper.

Use of scantron.

May take a break during test.

Use of scratch paper.

Dictionary/Thesaurus is OK.

Open-book test, title of book: _____

Notes OK: 3x5 note card / class notes / other: _____

Calculator

Other: _____

Names of students with approved DSPS accommodations taking the exam:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Names of students with instructor permission taking the make-up exam:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Received by: _____

Date/Time: _____