

# Academic Assistance Center

## Test Administration Instruction Form

**Today's Date:** \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_

**Instructor's Phone Number (for emergencies only):** \_\_\_\_\_

**Student's Name(s) :** \_\_\_\_\_

**COURSE TITLE AND CRN:** \_\_\_\_\_

**Date and Time Ground Class Meets:** \_\_\_\_\_

**[Testing Deadline or Open & Close Date]:** \_\_\_\_\_ **TIME Exam closes:** \_\_\_\_\_

**Type of Test:** Paper and Pencil \_\_\_\_ Computerized \_\_\_\_ **Make-Up** Yes \_\_\_\_ or No \_\_\_\_

Approximately, how many students will be testing? \_\_\_\_\_

If this is a classroom or group test, will you need computers? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Will you accompany your students? \_\_\_\_\_ (Yes or No)

**PLEASE PROVIDE TEST ADMINISTRATION INSTRUCTIONS BELOW:** For example, time limit, scantron usage or write answers on exam, deadline to take exam, allowed to use calculator or not (prohibited calculators), open book, no books or items allowed, may use scratch paper to be discarded or submitted with exam once completed, may use formula sheet or notes, etc.

**PASSWORD AND INSTRUCTIONS (Students will only be allowed access to what you have listed below):**

**ARE SPECIAL ACCOMMODATIONS NEEDED for STUDENT?** No \_\_\_\_ Yes \_\_\_\_

*If yes, accommodations must be approved by the Disability Resource Center.*

### SPECIAL ACCOMMODATION NEEDED FOR EXAM

\_\_\_\_ EXTENDED TIME (How much time is allowed for exam? Please include extra time) \_\_\_\_\_

\_\_\_\_ LOW STIMULUS ENVIRONMENT \_\_\_\_ PRIVATE ROOM \_\_\_\_ READER \_\_\_\_ SCRIBE

### RETURN PROCESS (Please mark accordingly)

\_\_\_\_ PLEASE CALL OR EMAIL WHEN TEST IS COMPLETED

\_\_\_\_ PLEASE DELIVER BY CAMPUS MAIL

\_\_\_\_ EXAM WILL BE PICKED UP BY

\_\_\_\_ OTHER \_\_\_\_\_

PERSON'S NAME \_\_\_\_\_

CELL OR JSCC EXT. \_\_\_\_\_ OR E-MAIL ADDRESS \_\_\_\_\_

### For Office Use Only

### Start Time:

### Finished Time:

Date Exam Administered \_\_\_\_\_ By Whom \_\_\_\_\_

Date Exam Returned/Picked up \_\_\_\_\_ By Whom \_\_\_\_\_ AAC Staff Initials \_\_\_\_\_