

TEST INSTRUCTIONS FORM

Instructor: _____ Day Phone: _____ Course & Section: _____

Date/Time of Test for the Class: _____ Time Allotted to Class to Take Test: _____

Time Parameters and Deadline for CEA Student(s) to Take Test (if different than class): _____

Type of Test: Quiz Test Mid-Term Final

For Online Tests: Blackboard (Password: _____)

Are you utilizing Lockdown Software?

Are you utilizing third party proctor service (e.g., ProctorU)?

PLEASE NOTE: If you are administering an online exam via Blackboard / Mylabsplus or utilizing a third party proctoring service (e.g., ProctorU) please contact the Test Center. We typically do not proctor these exams unless prior arrangements have been made through your academic department.

Student(s) – If there are additional students, please list on a separate page and attach.

1. Last Name: _____ First Name: _____

3. Last Name: _____ First Name: _____

2. Last Name: _____ First Name: _____

4. Last Name: _____ First Name: _____

TEST INSTRUCTIONS:

1. Students Must Use/Do the Following:

Use Ink

Use Pencil

Attach all scratch paper to exam

Use scratch paper provided by instructor

Use scratch paper provided by CEA

Show all work on the printed exam

Use Blue Book

Use Scantron, color _____

Other _____

2. Students are Permitted to Use the Following Additional Materials during this Test:

Notes, from class

Textbook(s)

Scratch Paper

Calculator, type _____

Notes, 3x5

Formula sheet

Computer flash drive

Notes, 8 ½ x11

Internet Access

Access to Blackboard, SPSS, other: _____

Other _____

Students are **NOT** permitted to use any additional materials

3. Completed or Expired Tests*

Hold for pick-up by instructor or departmental representative

Delivered to Faculty's Departmental Main Office, location _____

Scan/Email to Faculty's University Email Address _____

* Unless otherwise noted by instructor, expired tests (e.g., not taken by student) will be destroyed seven days after scheduled administration.

Other Comments/Special Instructions: _____

(Please write additional instructions on back, within email, or separate piece of paper.)

Instructor Signature _____ Date: _____