

## The Learning Commons Testing Center Form

*Please complete one sheet per student and attach this form to the test/quiz and deliver to LC support staff. We require at least 24 hours' notice so we may plan for time/space in the Testing Center. No test will be administered without this form.*

**Testing Center hours are: Tuesday, Wednesday and Thursday 10am-1pm.** All students must have a scheduled appointment. All tests must be finished by 1pm.

**Students with Reasonable Accommodation Plans (RAPs) may test Monday through Friday 9am-3pm.** All students must have a scheduled appointment. All tests must be finished by 3pm.

**Instructor:** \_\_\_\_\_ **Drop-off Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Test Name:** \_\_\_\_\_

**Date & Time when student plans to take the test in the Testing Center:** \_\_\_\_\_

**\*\*Students that do not show up the noted time will be asked to reschedule\*\***

**Please circle one or more of these approved tests: Make up/Re-take Midterm Final RAP**

### IMPORTANT!

- Please write specific testing information or guidelines for the Testing Center proctor.
- Students will not be allowed to leave the Testing Center once they begin, nor will they be allowed to return at a later date to complete the test.
- All students will be required to show a PHOTO ID before testing begins.
- Tests will not be held by the Testing Center after one week.
- Tests will be returned to the instructor's mailbox.
- Students need to allow time to finish tests by 1pm. **3:00 for students with RAPs.**
- **Tests with no time limit will be stopped at 1:00 pm (3:00 pm for RAPs). No exceptions.**

TESTING INFORMATION/GUIDELINES			
	Yes	No	Comment
Time limit			
Textbook allowed			
Notes permitted			
Calculator			
Computer			
Dictionary/Thesaurus			