

# INSTRUCTOR SERVICES - TEST ADMINISTRATION DIRECTIONS

**Testing Services administers make up/retests only for on campus courses and any paper/pencil tests for distance education courses.**

For Test Center Use Only	Date & Time Received:	Date & Time Closed:	File Closed: Instructor Initials	File Log Number:
	Staff Received:	Data Entry/Filed By:	Staff Closed:	Data Entry/Filed By:

**A Instructor: (Complete Boxes A - E)**

Name (Last, First): \_\_\_\_\_

Division: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Test will be Picked up by Instructor     Mailed

Others Permitted to Pick Up Tests:

**Instructor Services will mail exams on the next business day after the Deadline Date as indicated in SECTION B. Please be aware that during peak testing times there may be a delay in mailing out your test. Please Note: Testing Services administers make up/retests only for on campus courses and any paper/pencil tests for distance education courses.**

Mail to : \_\_\_MP \_\_\_NW \_\_\_RG \_\_\_TM \_\_\_VV  
 ISC Box #: \_\_\_\_\_ or \_\_\_ Part-Time Folder  
 (We are not responsible for lost/stolen materials if mailed.)

**B Class and Test Information:**

Course Name and Number: \_\_\_\_\_

Course Day and Time: \_\_\_\_\_

Name of Exam or Number: \_\_\_\_\_

Number of Copies: \_\_\_\_\_ # of pages per test \_\_\_\_\_

Test Numbered: \_\_\_\_\_ to \_\_\_\_\_ Chronological order

Time Limit: \_\_\_\_\_ Hour(s) \_\_\_\_\_ Minutes

NO TIME LIMIT     Extended Time Included

**Deadline Date:** \_\_\_\_\_

**C Materials Allowed during Testing:**

NO MATERIALS PERMITTED

Text Book     Dictionary

Scratch Paper     Calculator / Type:

Notes: How many? \_\_\_\_\_ Collect: Yes No

\_\_\_ Formula / \_\_\_ Periodic Table: Collect: Yes No

Writing permitted on formula / periodic table: Yes No

Other: \_\_\_\_\_

**D Student will Answer on:**

Test

Scan Sheet: A20 A25 A50 AE100 A200

Paper / Scratch Paper

Blue Book (Provided by Student)

Other: \_\_\_\_\_

**PLEASE NOTE AND INFORM YOUR STUDENTS! Student must show an EPCC student ID with the current semester sticker, Valid State ID or military ID. Only five (5) students may test for the same instructor at the same time. No tests will be given out 30 minutes before closing time and all tests are collected 15 minutes before closing time. "The Testing Centers are not responsible for any students who take the wrong exam(s) if instructors fail to leave rosters or list students on the test administration form(s)." Cell phones are not permitted in the testing room.**

**E Special Instructions:**

Test only student(s) listed below     Allow to take more than once - Specify # \_\_\_\_\_

Other: \_\_\_\_\_     CSD will administer test

**Instructor please list the names of students to be tested or attach roster. Testing staff will enter other test data.**

Log #	Last Name	First Name	Date	Staff Out	Staff In	Test #	Rec'd By
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File Log Number:

Log #	Last Name	First Name	Date	Staff Out	Staff In	Test #	Rec'd By
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