

EL PASO COMMUNITY COLLEGE - Student Instructor Test Request Form

Today's Date:	M T W Th F S
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Student Data	Last Name:	First Name:		EPCC ID Number:	
	Instructor Name:	Course Name:	Course Number:	Test Name/Number:	Class Time:

Student Signature: _____ **Agrees to Policies and Procedures** (available online or posted at each Testing Center)

↓↓↓ TO BE COMPLETED BY TESTING SERVICES STAFF ONLY! ↓↓↓

Class: ___ On Campus ___ On Line ___ Other	Division: ALC ERS HEA MAS OE	LOG:
MATERIALS ALLOWED		CHECK ITEM(S) THAT WILL BE ANSWERED ON
<input type="checkbox"/> NO MATERIALS	<input type="checkbox"/> Scratch Paper	<input type="checkbox"/> Test #: _____ # Pages: _____
<input type="checkbox"/> Text Book	<input type="checkbox"/> Dictionary	<input type="checkbox"/> Scan Sheet: A20 A25 A50 A100 A200
<input type="checkbox"/> Notes Collect: Yes No	<input type="checkbox"/> Calculator	<input type="checkbox"/> Scatch / Lined # of pages given _____ / returned _____
# Permitted: _____ Size: _____	Type: _____	<input type="checkbox"/> Blue Book / Graph # of pages given _____ / returned _____
<input type="checkbox"/> Other:		<input type="checkbox"/> Other:
Time Limit: HR MIN	Seat Number:	Cell Phone: Yes No
		Start Time:
		Due Time:
		Stop Time:
Student Initials _____	Staff Gave Test:	Staff Collected Test:
Agree - I do not have the full allotted time, as indicated by Instructor.		Staff Filed Test:

Student Instructor Test Request Form Jan 2019

Go to www.epcc.edu/services/testingservices for additional information and/or forms

Testing Services - Instructor Make Up and Retest Policies

1	You must present an EPCC Student Photo ID with the current semester sticker in order to be administered a test. The only other photo ID that will be accepted in place of this is a government issued ID. Please refer to the Testing Services web-site for a complete listing of acceptable government Identifications.
2	You must submit a completed Test Request form (all items must be filled in) in order for us to provide you with the correct test. If you don't provide this information we will not be able to test you.
3	No test will be issued if requested 30 minutes before closing time. All tests will be collected 15 minutes before closing time.
4	You must provide your own supplies (dictionaries, calculators, etc.), and we will provide you with a pencil. Test staff will check them before you enter the test room.
5	Children are not allowed in the test rooms and may not be left unattended outside the test center while you test.
6	Only one test will be administered at a time. A separate request form must be completed for each test. There is a limit of 3 tests or quizzes per student/per day. Only 5 students from the same class may test at the same time.
7	Once your exam is collected by testing staff you can no longer view or make any changes to the exam. Unless specific permission has been granted by your instructor with the proper documentation.
8	Book bags, notebooks, food, drinks, etc. are not permitted in the test rooms. If you bring them to the test center, you will be asked to place them in a designated storage area while you test. Testing staff are not responsible for the security of your belongings while you test. You must turn in your test before you collect any personal items from the storage area.
9	Cell phones, beepers and personal audio or communication devices are not permitted in the test rooms. If you bring them to the test center, testing staff will retain them while you are testing. They must be turned off and we will place them in a designated area.
10	All irregularities (i.e. suspected cheating, use of unauthorized items, misconduct, etc.) will result in the immediate termination of your test. You will be dismissed from the test center and the incident will be reported to your instructor.
11	Testing staff reserves the right to inspect any/all materials and personal items brought into or taken out of the testing center. Use of unauthorized items or refusing inspection will result in immediate dismissal from the testing center and a report made to your instructor.
12	Test staff will contact EPCC Police Department at any time your words or actions cause a disruption or pose a safety concern for staff or others in the test center.
13	Test rooms are monitored by electronic observation system to insure a secure and safe test environment.