

INFORMATION FOR TESTS ADMINISTERED BY THE TESTING CENTER - 1 TROTTER HALL

STUDENT NAME: _____

COURSE NAME: _____

Day of Week	Date of Test	Time of Test: Ensure to schedule using the portal*	Instructor Approved Alternate Date*	Instructor Approved Alternate Time*	Online Test? (Y/N)

**Testing Center is open Monday-Friday, 8 AM – 12 PM and 1 - 5 PM. If the student needs an alternate date/time, it must be taken within that time frame and has to have instructor permission.*

INSTRUCTOR COMPLETES THE FOLLOWING (PLEASE PRINT):

Instructor Name *(Please Print)*: _____

E-mail: _____ Phone: _____

Time allowed for CLASS to take exam: ____50 minutes ____75 minutes _____other (give specific time)

Materials permitted: ____No ____Yes -- If yes, please specify: _____

Instructor will drop test or slide show off on a thumb drive or will provide a hard copy to the Testing Center at 1 Trotter. Please contact Christina to ensure she is available.

Completed Tests should be returned in the following manner:

____ Picked up from Dept. Head Personnel

____ Instructor will pick up from Testing Center

This request form has to be submitted to the CVM Testing Center at least 48 business hours in advance. If on-line tests, Gina Scott requires seven working days for set-up of the on-line test.

Instructor Signature _____ **Date** _____