

ASSESSMENT CENTER

Miller Hall, Phone 646-1300

ACADEMIC TEST REQUEST FORM

Please print and complete each section.

Date: _____

Instructor's Name: _____ Contact Number: _____

Course Title: _____ On-line Course (Check if applicable.)

ONE STUDENT Student's Name: _____

MULTIPLE STUDENTS (Please attach a list of the students' names.)

Length of time allowed for testing: _____ hour(s) _____ minute(s)

Dates students are allowed to test: Starting Date: _____ Ending Date: _____

Specific Instructions

Please check all applicable instructions.

- | | |
|--|---|
| <input type="checkbox"/> Students may write on the test. | <input type="checkbox"/> Students may use notes. |
| <input type="checkbox"/> Students may use a calculator. | <input type="checkbox"/> Students may use dictionary. |
| <input type="checkbox"/> Students may use scratch paper. | <input type="checkbox"/> Students may use textbook. |
| <input type="checkbox"/> Students may use a formula sheet. | <input type="checkbox"/> Students may use references. |
| <input type="checkbox"/> Other: _____ | |

Picture ID is required for all testing. All curriculum students should arrive early enough to allow adequate time to complete testing prior to the Assessment Center closing time.

Return Test To:

Since the Assessment Center cannot be responsible for tests returned using interoffice mail, it is recommended that tests be picked-up at the Assessment Center.

- Do not return; pick-up at the Assessment Center
- Instructor listed above
- Administrative Assistant: _____

Building:

- | | | | | |
|-----------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> ML | <input type="checkbox"/> IBDC | <input type="checkbox"/> CD | <input type="checkbox"/> HA | <input type="checkbox"/> HS |
| <input type="checkbox"/> OC | <input type="checkbox"/> PK | <input type="checkbox"/> RH | <input type="checkbox"/> AD | <input type="checkbox"/> CK |

Assessment Center Hours

*Monday through Thursday
8:00 a.m. until 7:00 p.m.*

*Friday
8:00 a.m. until 2:00 p.m.*