TEST INSTRUCTION FORM

Please submit all testing materials to Access Services (RSB 81) **Monday - Thursday 9:00 am to 3:00 pm or send** to access.south@seattlecolleges.edu. **Attach this form to testing material and submit at least 48 hours prior to testing time.**

Student: _____

Instructor: _____

Instructor Contact Information: _____

Course:_____

Amount of time class has for test: _____

Amount of time student has for test: _____

Last date/time test may be taken: _____

Student has permission to use the following Testing Materials (to be provided by student or instructor). Please mark all that apply:

☐Basic Calculator   ☐Open Book(s)   ☐Scratch paper
☐Scientific Calculator   ☐Open Notes   ☐Charts, Tables
☐Graphing Calculator   ☐Dictionary   ☐Other:

Testing Materials comments/instructions:_____

_____

Is this a Paper or Web-based test? _____

For Web-based tests, please provide any instructions or code needed to log-in and take the test: _____

For Paper-based tests, please indicate how you would like the test returned:

• Emailed to you _____   Held for pick up in RSB81 _____   Other _____

Additional Information for the Test Proctor: _____

_____

Instructor's Initials: _____   Date:_____

Proctor's Comments:

Proctor's Initials: _____ Date: _____