

Instructors: encourage students to make an appointment ahead of time due to the ASC being short-staffed. Thank you!

General Information

Instructor: _____ Department & Course Number: _____

Test Title: _____ # test takers: _____

Exam Open (date/time): _____ Exam Close (date/time): _____

Test Time Allowed: ____ hours ____ minutes Online password: _____

Exam Retrieval (check): instructor will PICK UP / ASC will deliver via inter-campus mail to _____

Additional Testing Information: please check appropriate boxes

Mark answers on test.	Open-book test, title of book: _____
Use blue book or separate sheet of paper.	Notes OK: 3x5 note card / class notes / other: _____
Use of scantron.	Calculator
May take a break during test.	Other:
Use of scratch paper.	
Cell phone	

Additional accommodations are the purview of SASS

Names of students with approved DSPS accommodations taking the exam:

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Names of students with instructor permission taking the make-up exam:

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Received by: _____

Date/Time: _____