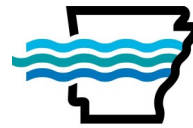


TESTING CENTER REQUEST FORM



**ARKANSAS STATE UNIVERSITY
THREE RIVERS**

Location: A306

Testing Coordinator: Danielle Brown

Phone: (501)332-0225

E-mail: ddbrown@asutr.edu

IMPORTANT NOTICE

Please submit this completed form and any testing materials or passwords via e-mail (ddbrown@asutr.edu) or in person (A102) no less than one week prior to the exam date for tests in the Testing Center, no less than two weeks prior for classroom tests. **NOTE: Wednesdays and Thursdays are test days for Accuplacer and Pearson Vue exams. Appointments for other testing will be extremely limited, if available on these days. View the Testing Center Procedures for further information.**

Please inform the student(s) of the following requirements:

1. Students must have an appointment to take the exam in the Testing Center .
2. Students must present a valid photo ID (driver's license, student ID, etc.) to be able to test.

Testing Center staff will not grade, assess, advise or otherwise assist students beyond providing test directions, test proctoring and enforcing test restrictions specified by you.

Completed exams will be returned using the method chosen below: Online Exam Yes No

Return Method: Pick Up E-mail: _____ Fax: (____)____-_____

Mail: _____
Street Address City State Zip Code

FACULTY & EXAM INFORMATION

Professor's Name: _____ Phone: _____

Institution: _____ E-mail: _____

Course Name: _____ Time Allowed: _____

First Possible Date of Exam Completion: _____ Last Possible Date of Exam Completion: _____

Name(s) of Student(s) to be tested: _____

List accommodations required? (Distraction Free, Extended Time, Large Print, etc.) _____

PROCTORING INSTRUCTIONS

NOTE: Students will not be permitted to leave the Testing Center while testing and return later to complete a test unless otherwise noted by instructor. **Only items indicated below will be allowed. If an item is left unchecked, it will be assumed that it is NOT allowed.**

Please check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Breaks allowed | <input type="checkbox"/> Books (List titles) _____ |
| <input type="checkbox"/> Notes | <input type="checkbox"/> Flash Drives |
| <input type="checkbox"/> Scratch Paper | <input type="checkbox"/> Calculator |

It is ultimately the responsibility of the instructor to administer exams for their students.

Instructor's Signature: _____ Date: _____