**TEST ENTRY FORM**

**Please attach this form to tests that will be administered in the Testing Center**

**Date:**

Course/Number/Section Course Title

Test No. Unit/Chapter Title Instructor

Active Dates: Through Number of Students Expected Number of Test Copies

**Type of Test: Special Instructions:**

**Students with Accommodations:**

**Student(s) Name(s):**

**Extended Time:**

Amount of Time Extension:

**Alternate Testing Location:**

**(Other than Testing Center)**

Please list location:

\***Test Reader**

**\*Scribe**

\***Must Be Scheduled In Advance**

**Through the MARC\***

Computer Scored **Students will:**

Instructor Scored Write on Test Copy

**Testing Platform:** **Use Scantron Answer Sheet:**

Canvas Form B(100M/C & T/F)

Lockdown Browser Form E(200M/C & T/F)

My IT LabNursing Scantron Form

My Open Math

My Math Lab **Show Photo ID**

My Accounting Lab \***Testing Center Policy requires**

My Business Lab  **anyone taking a test to show an ID\***

Web Assign

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Students May Use:**

Test Center Scratch Paper Turn in scratch paper: File It  Shred it

Calculator-\*Please specify type\*

On computer 4-Function Scientific Graphing Casio fx260

Testing Center TI-84

Specific Brand: **Instructor Signature:**

Textbook E-Textbook Notes Turn in Notes

3x5 Notecard 4x6 Notecard Turn in Notecard **Office Phone Number:**

Other Aides- Describe:

**Cell Phone Number:**

**Testing Center Staff Will:**

|  |  |
| --- | --- |
| Check Names off Roster (if provided) | |
| Enter the following **Canvas** password: |  |
| Enter the attached/following **Lockdown Browser** password: |  |
| Enter the attached/following **My IT Lab** password: |  |
| Enter the attached/following **My Math Lab** password: |  |
| Enter the attached/following M**y Open Math** password: |  |
| Enter the attached/following **My Accounting Lab** password |  |
| Enter the attached/following **My Business Lab** password: |  |
| Enter the attached/following **Web Assign** password: |  |

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