**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 Lab[ ] Nursing Scantron Form

[ ]  My Open Math

[ ]  My Math Lab [x] **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:** [x]

[ ] 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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