

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

## TEST ENTRY FORM

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:

- Computer Scored  
 Instructor Scored

### Special Instructions:

#### Students will:

- Write on Test Copy

### Testing Platform:

- Canvas  
 Lockdown Browser  
 My IT Lab  
 My Open Math  
 My Math Lab  
 My Accounting Lab  
 My Business Lab  
 Web Assign  
 Other \_\_\_\_\_

### Use Scantron Answer Sheet:

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

**Show Photo ID**

\*Testing Center Policy requires anyone taking a test to show an ID\*

### 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\***

### 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:   
 Textbook  E-Textbook  Notes  Turn in Notes  
 3x5 Notecard  4x6 Notecard  Turn in Notecard  
Other Aides- Describe:

Instructor Signature:

Office Phone Number:

Cell Phone Number:

### Testing Center Staff Will:

|  |  |
|--|--|
| <input type="checkbox"/> Check Names off Roster (if provided)                            |  |
| <input type="checkbox"/> Enter the following <b>Canvas</b> password:                     |  |
| <input type="checkbox"/> Enter the attached/following <b>Lockdown Browser</b> password:  |  |
| <input type="checkbox"/> Enter the attached/following <b>My IT Lab</b> password:         |  |
| <input type="checkbox"/> Enter the attached/following <b>My Open Math</b> password:      |  |
| <input type="checkbox"/> Enter the attached/following <b>My Math Lab</b> password:       |  |
| <input type="checkbox"/> Enter the attached/following <b>My Accounting Lab</b> password: |  |
| <input type="checkbox"/> Enter the attached/following <b>My Business Lab</b> password:   |  |
| <input type="checkbox"/> Enter the attached/following <b>Web Assign</b> password:        |  |