

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

## TEST ENTRY FORM

(Revised 8/2025)

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: Using ADA Room**

**\*If using this accommodation students must  
schedule room through link received in their  
email 48 hours in advance\***

### 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:

#### ☐ **\*Test Reader**

#### ☐ **\*Scribe**

**\*If using either of these accommodations  
students must schedule through the link  
received in their email 48 hours in advance\***

### **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:	