# Testing Form

Exams to be taken at the CAAS must be accompanied by a completed Testing Form.

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Phone/Ext.</td>
</tr>
<tr>
<td>Class Name and Section</td>
<td>Regular Class Time</td>
</tr>
<tr>
<td>Test or Quiz Name</td>
<td>Last Date Test</td>
</tr>
<tr>
<td></td>
<td>Can Be Taken</td>
</tr>
</tbody>
</table>

If test is not taken by this date do you prefer CAAS to:
- Shred the test
- Return the test to you

Room Number ___________

__________________________

Materials students may use for the exam. Circle all that apply:
- Book
- Notes
- Calculator
- Dictionary
- Scratch Paper

Special Instructions: ________________________________________________________________

How should the exam be returned to faculty?

- Deliver to Faculty mailbox by CAAS staff to:
  - Bldg. Name
  - Room
- Faculty will pick up test in the CAAS
- Student will deliver test to faculty in a sealed envelope

Office Use Only

<table>
<thead>
<tr>
<th>Equipment Allowed for Testing</th>
<th>(Circle Equipment Used)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Testing Location</td>
<td>Accommodative Testing Time Allowed</td>
</tr>
<tr>
<td>Testing Date</td>
<td>Proctor</td>
</tr>
<tr>
<td>Time Exam Started</td>
<td>Time Exam Completed</td>
</tr>
</tbody>
</table>

Entered in CAAS Database ____________

Delivery Date ____________
Faculty Pick-up Date ____________
Student Pick-up Date ____________

Date Recorded in Database ____________
Staff Delivering ____________
Staff Entering ____________

Updated: Spring 2014