TEST ADMINISTRATION INSTRUCTIONS

UAH Instructional Testing Services
Wilson Hall Room 225 testing@uah.edu (256)824-6725

This sheet should accompany all exams going to Instructional Testing Services.

Please select: ☐ Make-up exam ☐ DSS time accommodated exam ☐ Online Learning exam ☐ Deferred final exam

Student/Students taking exam:
Professor:
Phone:
Email:
Course and Class Number:
Time allowed to take exam in class:
Open and close dates for exam:

Please select all items the student is allowed to use on this exam:

☐ Nothing
☐ Notes
☐ Scratch paper
☐ Other (specify): _____
☐ Book
☐ Calculator

Special Instructions: _____

How would you like the completed exam returned?

☐ Instructor will arrange to have completed exam picked up.
☐ Scan and email the completed exam.
☐ Hold for class scantron packet.

OFFICE USE ONLY

Date and time scheduled: _____

Time limit: _____

Proctor notes:

_____

_____

The Instructional Testing Services lab is monitored via staff and camera system. Any suspicion of academic dishonesty will be reported.