

TEST ADMINISTRATION INSTRUCTIONS

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

This sheet **MUST** accompany all exams going to Instructional Testing Services.

**Please select
all that apply:**

- | | |
|---------------------------------------|--------|
| <input type="checkbox"/> Make-up exam | Paper |
| <input type="checkbox"/> DSS exam | Canvas |
| <input type="checkbox"/> Online class | |

Student(s) taking exam:
Professor:
Phone:
Email:
Course and Class Number:
Time Allowed, NOT Including Accommodated Time:
Open and close dates for exam:

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

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Nothing | <input type="checkbox"/> Book |
| <input type="checkbox"/> Notes | <input type="checkbox"/> Calculator |
| <input type="checkbox"/> Scratch paper | |
| <input type="checkbox"/> Other (specify): _____ | |

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.
Student upload to Canvas.

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.*