

# TEST ADMINISTRATION INSTRUCTIONS

UAH Instructional Testing Services  
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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:

- |   |                                     |
|---|-------------------------------------|
| <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.

## 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.*