

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:**

- | | |
|---------------------------------------|--------|
| ☐ Make-up exam | Paper |
| ☐ DSS exam | Canvas |
| ☐ Online class | |

Student(s) taking exam:
Professor:
Phone:
Email:
Course, Class, Exam/Quiz 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:

- | | |
|---|-------------------------------|
| ☐ Nothing | Book |
| ☐ Notes | Calculator - basic 4 function |
| ☐ Scratch paper | Calculator - scientific |
| ☐ Other (specify): | Calculator - graphing |

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.*