

TEST INSTRUCTION FORM

Please submit all testing materials to Access Services (RSB 81) **Monday - Thursday 9:00 am to 3:00 pm** or send to access.south@seattlecolleges.edu. **Attach this form to testing material and submit at least 48 hours prior to testing time.**

Student:

Instructor:

Instructor Contact Information:

Course:

Amount of time class has for test:

Amount of time student has for test:

Last date/time test may be taken:

Student has permission to use the following Testing Materials (to be provided by student or instructor). Please mark all that apply:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Basic Calculator | <input type="checkbox"/> Open Book(s) | <input type="checkbox"/> Scratch paper |
| <input type="checkbox"/> Standard Calculator | <input type="checkbox"/> Open Notes | <input type="checkbox"/> Charts, Tables |
| <input type="checkbox"/> Graphing Calculator | <input type="checkbox"/> Dictionary | <input type="checkbox"/> Other: |

Testing Materials comments/instructions:

Is this a Paper or Web-based test? Paper: Web:

For Web-based tests, please provide any instructions or code needed to log-in and take the test:

For Paper-based tests, please indicate how you would like the test returned:

- Emailed to you ☐ Held for pick up in RSB81 ☐ Other:

Additional Information for the Test Proctor:

Instructor's Initials:

Date:

Proctor's Comments:

Proctor's Initials:

Date: