DEPARTMENT RECEIPT
Math Testing Center Appointment
Fall 2015

INSTRUCTIONS TO INSTRUCTOR:

- Complete the Department Receipt details below.
- Attach Department Receipt (top half of this form) to the copy of test to be given.
- Submit form and test at least 24 hours prior to the scheduled testing time.
- The test and completed Department Receipt may be dropped off in the office or emailed directly to the Testing Center: tstcntr@iupui.edu
- Student must arrive promptly at scheduled testing time to ensure test is taken within the allotted time allowed. If student is late, he/she will be directed to you to reschedule exam to the next available date/time.

Student’s Name __________________________ ID# __________________________
Instructor’s Name __________________________ Course __________________________
Class Date __________________________/Test Appointment Date _______________ Time __________________________

Last date student may complete exam: __________________________

Test # ____________ Time Limit _____ Open Book: _____ Calculator: _____ Other: __________________________

Briefly explain why student was unable to take exam at originally class scheduled time:

____________________________________________________________________________________

Instructor’s Signature __________________________ Date __________________________

Test to be Returned (please check one): ___ Pick up in LD 270 mailbox ___ Scan and Email Test

~ Detach bottom portion for Student ~

STUDENT TESTING INSTRUCTIONS
Testing Center Appointment
Fall 2015

ATTENTION STUDENT:

- Arrive promptly at scheduled testing time to ensure test is taken within the allotted time allowed. If late, please see your instructor for your exam to be rescheduled to the next available date/time.
- An official Photo ID (ex. JagTag, Drivers’ License) is required at time of test. No test will be administered without proper identification.
- Student ID # is required to be placed on exam.
- No books, notes, or papers should be brought to any closed-book test.
- No food or drink is allowed in the Testing Center.
- Do not bring children to the Testing Center.

REMEMBER- My exam is on:

Monday, 9:00 a.m. – 5:00 p.m., LD 265     Tuesday, 1:00 – 5:00 p.m., LD 265

Date:_______________________________