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. Remember students must finish by 3:00pm when the testing center closes.

Student's Name_________________________________________ ID#__________________________

Instructor's Name________________________________________ Course_________________________

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

STUDENT TESTING INSTRUCTIONS

Testing Center Appointment

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. The testing center is located in the Science Building, room LD 265.
➢ 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.

Testing Center Hours: Monday 9:00am to 3:00pm and Thursday 9:00am to 3:00pm

REMINDER- My exam is on:

Date:__________________________