

Cleveland State CC Test Administration Form 1/11

(For web/video course testing and lecture make-up testing only)

Please have printed on each exam the following:

- **Instructor name**
- **Course title and number (as listed below)**
- **Exam title (as listed below)**
- **You will need to drop off and pick up your tests in the testing center.**

***If students are to write on tests you must have enough tests available for each student.

***We cannot copy your tests.

***If students do not write on test please have several copies available.

Administration Information and Instructions:

Instructor Name _____ Contact other than office: _____

Course Title: _____ Exam Title: _____
(World Civ. I etc..) (Ch.1, Exam 1, Quiz 3, Mid-term, Final etc..)

Course Number: _____ Course Section: _____
(HIST 1010, 1020, etc..) (120, www, 800 etc..)

Test is available thru: _____ Today's date: _____

Students to be tested: _____ any _____ only students listed below or on attached sheet

Where students will answer: _____ on the actual test
_____ on a scantron answer sheet
_____ on blank paper
_____ on a teacher-made answer sheet
_____ submitted electronically

Testing aids allowed: _____ calculator
_____ notes
NONE _____ OR _____ textbook
_____ other: explain below

Time limit: No _____ Yes _____ Hour/s _____ Minutes

Other instructions:

If you have students who will test in Athens or another location it is your responsibility to make the tests and testing information available to the offsite proctor. We are not responsible for sending your tests or information off campus.