

Permission for Testing Services

Monday - Friday, 8am to 5pm

For Office Use Only

No Show Station #: _____

Date Completed: _____

Time Started: _____

Time Finished: _____

Transition Part 1-2: _____

Student needs special accommodations

Students are responsible for giving their professor sufficient advance notice of any testing needs and for arriving on time. Faculty are responsible for providing the Testing Center with the completed testing form and exam material. The Testing Center should receive all testing materials **no later than 5pm on the day prior to the testing day or 5pm Friday if the testing day is a Monday.**

Student Name: _____

Course Number: _____ Professor Name: _____

To be Completed by Professor

| | |
|---|--|
| Date of Test in TC: _____ | Time of Test in TC: _____ |
| Can student come in on different day? <input type="checkbox"/> No <input type="checkbox"/> Yes | Can student come in at different time? <input type="checkbox"/> No <input type="checkbox"/> Yes |
| If yes, please specify latest date and time that the student can take the test : _____ | |
| Time allowed on test: (Hours) <input type="text"/> Minutes: <input type="text"/> | |

Will you be available during the exam by phone, email, or in person, in case the student has questions? No Yes
If yes, please specify how student should contact you: _____ Details: _____

Permitted items: (check only those items which the student may use during the exam)

Data or formula sheets provided by student included with exam

Do sheets need to be turned in with exam? No Yes

Open textbook Open notes Calculator Maple Music

Special instructions/accommodations:

All exams will be kept in a secure location in the Testing Center. Professors will receive a notification via email when the exam is completed. Please retrieve your exam or have a representative from your department pick it up between 8am and 5pm, Monday through Friday.

Fill out the form and print or "print to pdf" and save it to your desktop. Then attach the form and exam to an email addressed to testingcenter@rose-hulman.edu or print material and drop it off to the testing center front desk. Email testingcenter@rose-hulman.edu with any questions.