

Spring / Summer / Fall (Circle One)

Student Name _____

Email completed from with a copy of the exam to okc.testing@okstate.edu. We must receive the guideline and exam by 3:00 p.m. ONE business day before the student is to test. The Testing Center does not conduct whole class testing for on campus classes.

INSTRUCTOR'S GUIDELINES FOR EXAMS

Course & Section # _____ Course Title: _____ Exam Title: _____

Is this a whole-class test? YES NO How many students expected to test? _____ Daytime Phone: _____
123-456-7890

Instructor: _____
(Instructor Name MUST ALSO be included on all tests)

Exam type: Makeup Special Accommodation Adv. Standing I Grade

Exam may be given: Start Date: _____ Student Deadline Date: _____ Expire Date: _____

We need the student deadline date so we know what to expect for daily examinee traffic.

The expire date means test is active in the testing center, and if a student comes in past the student deadline date, the exam will still be administered. Thanks!

Is this a timed exam? YES NO If YES, time allowed: _____

- | | | | | | |
|---------------|---|---|------------------|-------|---|
| Calculator | Y | N | Open Book | Y | N |
| • Simple | Y | N | Dictionary | Y | N |
| • Graphing | Y | N | Chart | Y | N |
| o CAS | Y | N | Notes | Y | N |
| • Scientific | Y | N | Index Card(s) | Y | N |
| | | | • Front and Back | Y | N |
| Break Allowed | Y | N | • How many? | _____ | |
| Scratch Paper | Y | N | • Specify Size | _____ | |

Scantron required? YES NO Student may write on test? YES NO
(Instructor must provide)

Special Instructions: _____

Drop-off Date: _____ Instructor Signature: _____ Testing Staff Initials: _____

Pick-up Date: _____ Instructor Signature: _____ Testing Staff Initials: _____

Test Center Exam Policy:

- **Instructors:**

- All instructors must complete and sign an *Instructor's Guideline for Exam* form for each different type of test. Only one test on each form. (Form is available in the Testing Center and online, <http://www.osuokc.edu/assessment> .)
- A list of students must be provided for each different type of test
- Instructors need to provide contact information.
 - It best to give us a cell phone number, so we can get ahold of you immediately, if there are issues with the delivery of the exam.
- **The instructor's name and course title MUST BE ON ALL TESTS.**
- Email *Instructor's Guideline for Exam and the exam* to okc.testing@okstate.edu no later than 3 pm one business day before the student needs to test. Completed tests will be emailed back to the professor and guideline will be closed on the Expire test date.
- If a test is brought to the Testing Center: All tests must be delivered and picked up by the course instructor or authorized personnel.
 - New faculty members may also be asked to present an ID.
 - Authorized personnel, such as a work-study, can deliver and/or pick up tests with permission form and their ID.
 - There is a locked mailbox slot next to our front door where you can leave tests after hours.
 - Instructors must pick up all tests no later than the expire date. Also, all exams need to be picked up at the end of the semester.
Unused exams will be shredded if not picked up within 2 weeks of EOT.
- Testing Center staff does NOT distribute nor accept homework assignments, handouts, review sheets, etc.

- **To take a test,**

- Students MUST present a **photo ID** (OSU-OKC ID, driver's license, or other government-issued ID).
 - Student's name on the ID must match the student's name on the roster. (If it doesn't the student will not be allowed to test. Please ask them to update their account in Records before coming in to test, and/or to get an OSU-OKC Student ID.)
 - Students MUST know their INSTRUCTOR'S NAME and their COURSE TITLE and EXAM TITLE to take a test.
 - Students may not bring their children while testing.
 - Students may not eat or drink while testing.
 - Students may not have cell phones or other electronic devices in testing rooms.
 - Any notes or aids brought into the exam will be attached to the exam and NOT given back to the student.
- All incidents of Academic Dishonesty will be documented and reported to the instructor.

A complete list of prohibited items is available in the Testing Center and at www.osuokc.edu/assessment.

Testing and Assessment: Student Center, First Floor, Room 104

Phone: 945-8648

HOURS OF OPERATION **Monday – Thursday:** 8:00 AM – 6:00 PM **Friday:** 9:00 AM – 5:00 PM **Saturday – Sunday:** Closed