

Spring / Summer / Fall (Circle One)

Student List attached (REQUIRED if testing more than 2 students): OR Student Name \_\_\_\_\_  
The Testing Center does not conduct whole class testing for on campus classes. Whole class testing of internet courses limited.

## 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: Dept. Exam Retake Makeup Internet Math 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
○ 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 Guidelines for Exams** form for each different type of test. (Form is available in the Testing Center and online, <http://www.osuokc.edu/assessment>.)
- *A list of students or a roster must be provided for each different type of test. **If you are providing a full class roster and not all students are approved for to make-up a test please HIGHLIGHT names of those approved to test.***
- Instructors need to provide contact information.
- The instructor's name and course title **MUST BE ON ALL TESTS.**
- 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 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).
- 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.

- 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](http://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