**ROGERS STATE UNVERSITY - TESTING CENTER INFORMATION FORM**

(*Please attach a course roster with your exams*)

**Course Title** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Number** **\_\_\_\_\_\_\_\_\_\_\_\_ Section** **\_\_\_\_\_\_\_\_\_\_\_\_**  **Dept** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Course:** **\_\_\_\_*Classroom*  \_\_\_\_*Online* \_\_\_\_*Other***

**Test Dates** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Number of Tests Sent\_\_\_\_\_\_\_\_\_**

**Instructor** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone Number** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE CHECK ALL ITEMS THAT ARE ALLOWED FOR THIS EXAM**

**\_\_\_\_** **ADA Accommodations** *(list* *the accommodations (e.g.,* ***Total accommodation time allowed)******\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**\_\_\_\_** **Scantron**

**\_\_\_\_** **Write-On exam**

**\_\_\_\_ Timed** *Total Time allowed* ***\_\_\_\_\_\_\_\_\_\_*\_\_\_\_**

**\_\_\_\_ Green/Blue Book/Lined Paper**

**\_\_\_\_** **Scratch Paper** – *Do you want the scratch paper* ***returned to you?*** **\_\_\_\_***Yes* **\_\_\_\_***No*

**\****Scratch paper is always collected from students after testing. Unless you want it sent back to you, it will be shredded.*

**\_\_\_\_** **Calculator** *(type allowed or not allowed)* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_ Textbook Allowed** *(list ALL titles)*

**\_\_\_\_** **Allowed Items** *(type and quantity?)* ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_ Password Protected** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_ Other Information** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_** **Student names** (*if only a few will be testing here*) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Method of Return:** **\_\_\_\_Campus Mail** **\_\_\_\_Pick Up** **\_\_\_\_Email**  **\_\_\_\_No Return** **\_\_\_\_USPS**

RCVR By & Date**\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_** Returned/Closed By & Date**\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_**