

TEST/EXAM PROTOCOL FORM

Instructors, thank you for providing a protocol form for each student's test

Student name	
Professor name	
Course name and number	
Instructor requests test COMPLETED by (date & time):	
Instructor's class test time limit	

↑ No student qualifies for unlimited time. Please record a time limit **as it applies to a non-accommodated student**. [CAS will use this information to determine the time limit for our accommodated students.](#)

<p><u>TEST INSTRUCTIONS</u></p> <p><input type="checkbox"/> No notes, no book, no study aids of any kind</p> <p><input type="checkbox"/> Study aids limited to <i>(please specify)</i> _____</p> <p><input type="checkbox"/> Will need other aids <i>(please specify)</i> _____</p> <p><input type="checkbox"/> Open notes and/or open book</p> <p><input type="checkbox"/> May use calculator</p> <p><input type="checkbox"/> Will need computer software to complete this test</p> <p><input type="checkbox"/> Other <i>(please specify)</i> _____</p>	<p><u>FORMAT FOR TEST ANSWERS</u></p> <p><input type="checkbox"/> Record answers on the test itself</p> <p><input type="checkbox"/> Use Scantron® to record all answers</p> <p><input type="checkbox"/> Use Scantron® for multiple choice and/or true-false only; record other answers (i.e. short answer essay) on the test itself</p> <p><input type="checkbox"/> Use Scantron® for multiple choice and/or true-false only; record other answers (i.e. short answer essay) on a separate sheet of paper</p> <p><input type="checkbox"/> Other _____ _____</p>
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<p><u>RETURNING THE TEST</u></p> <p><input type="checkbox"/> Completed test hand-delivered to my campus mailbox.</p> <p><input type="checkbox"/> I will stop by the OAS and pick up the completed test.</p> <p><input type="checkbox"/> Send the test back to me <i>(hand-carried by the student)</i> in a sealed envelope with a signature across the seal</p>
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CAS OFFICE USE ONLY		Notes/Misc information
DATE student took test		
Test START time		
Test COMPLETION time		
Additional test time given per student		

accommodations		
Student's total test time		
Staff Initials		