BTC Library

Test Center Use Form for Instructors

Directions:

1. **A copy of the exam and/or answer sheet must be provided for each student with the student's name written on the first page of the exam and/or answer sheet.**
2. **If more than one student is taking a make-up exam for the class specified below, please provide student names or attach a copy of the class roster with highlighted student names.**

Please provide the following information:

*** - indicates required field**

***Today's date: --(*mm/dd/yy*)**

Instructor

***Last name** ***First name** **ID#**

Division ***Phone** ***E-mail**

Student(s)

Last name **First name**

***Number of students taking this make-up test _____**

Test

***Class/Course**

***Test Title**

***Time Limit?** ☐ **Yes** ☐ **No---If yes, how long?** ***Use of Notes?** ☐ **Yes** ☐ **No**

***Open Book?** ☐ **Yes** ☐ **No** ***Calculator Use?** ☐ **Yes** ☐ **No**

***Needs a computer? Yes** ☐ **No** ☐

Additional provisions:

Needs to be completed -- (*mm/dd/yy*)

Please fill in this form, print, and attach to test materials. Please deliver form and test materials in person to the circulation desk at the Central Campus Library.