Faculty Exam Cover Sheet

Finish Time \_\_\_\_\_\_\_\_\_\_\_

 Seat # \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Instructor Name:  | Student Name:  |
| Course:  | Earliest Date:   |
| Is this an online course? **[ ]**  Yes **[ ]**  No | Latest Date:   |
| Test Type: [ ]  Quiz [ ]  Chapter test | Time Limit:  |
| [ ]  Midterm [ ]  Final [ ]  Other  |  |
| **Materials Allowed** | **Special Instructions** |
| **Instructor is providing:**[ ]  Blue book[ ]  Scantron answer sheet[ ]  Formula Sheet**Student is allowed to use:**[ ]  Books Calculator, type:[ ]  Notes [ ]  simple[ ]  Formula Sheet [ ]  scientific[ ]  Scrap paper [ ]  graphing[ ] Other  | [ ]  Computer Use Allowed Instructions: [ ]  Two Part Test Part 1 Instructions: Part 2 Instructions: Additional Information:  |

The Testing Center administers tests for many purposes. These guidelines help us to provide efficient, quality service and maximize test security. For current hours of operation and general information, please call ext. 8401, email tcenter@raritanval.edu, or visit the website by selecting Testing in the *Quicklinks*.

**Things to remember:**

* Please do not send students to the Center with tests. Tests are not accepted from students.
* A separate test cover sheet and test is needed for each student with all items completed. Please write clearly on the cover sheet so that staff can accurately follow test instructions.
* Provide a Scantron sheet or Blue Book if required for testing.
* Test deadlines may be extended by e-mail, phone, or in person.
* Faculty members are responsible for picking up all exams left in the Testing Center.
* The Testing Center staff does not print, copy, collate, or staple tests and thus does not accept electronic tests.
* The Testing Center cannot accommodate whole class testing or make appointments for faculty testing.
* The Testing Center may be used for makeup exams for individual students who miss a test for acceptable reasons. Online course testing may also be done at the Testing Center.

**DEVIATION FROM THESE GUIDELINES REQUIRES APPROVAL OF YOUR DEPARTMENT CHAIR AND THE TESTING CENTER DIRECTOR**