

GENERAL INFORMATION

Please inform any testers of; BTC rules and procedures, operational hours, their allowed exam aid(s), and their exam location. Testers must also have their valid physical Fresno State student ID card at time of check-in.

EXAM SET-UP

- Exam(s), setup sheet(s), & all related testing materials must be submitted before 12 pm of the prior work day the exam is set to begin. Materials however, may be dropped off at earliest convenience. Same day drop offs will NOT be accepted. Exams received after 12 pm will be available two full work days later (If an exam is submitted after 12pm on say the 21st, the exam then would start the 23rd BTC scheduling permitting).
- Exams must be a minimum of 2 consecutive academic days for exams with more than 20 students.
- Exam dates are given priority based on submittal time of a BTC "Scheduling Form." Exam dates may be scheduled indefinitely into the future.
- Exams will not be graded by the BTC if a tester uses; their own Scantron, bluebook, or an exclusively write on exam. The BTC will only provide Scantrons to approved full-class exams.
- Exams with a total combined page count of more than 40 pages must be provided by exam creators.

FULL-CLASS ANSWER KEY INSTRUCTIONS

- Blank BTC Scantron answer keys may be picked up at any of our department offices UC 201 or FFS 210.
- Use number 2 pencils ONLY. DO NOT skip any numbers on the answer key.
- Fill out 1 answer bubble per question, multiple bubble are not readable.

FINALS WEEK

- Final exams may only end on the week of finals.
- Exams, setup sheets, and all related testing materials must be submitted before 12 pm of the Wednesday before finals (the last day of instruction).
- Classes where the final exam falls on a Monday or Tuesday on the campus schedule, must be scheduled Monday and Tuesday only. Classes where the final exam falls on Wednesday or Thursday on the campus schedule, must be scheduled Wednesday and Thursday only.
- No exams may be scheduled on the Friday of finals week.
- Scores & materials will be ready for pick-up the Monday after finals week.

EXAM PICK-UPS

- Exams must be picked up with a valid photo ID by the exam creator or a pre-designated person.
- Scores & materials will be ready for pickup 2 work days after the final exam end date. (E.g. Exam that ends 21st may be picked up the morning of the 23rd). Exam creators will be contacted if exams are ready for early pick-up. Excel score report files will be automatically sent for approved classes after grading is complete.
- The BTC does not return exams via campus mail.

ABANDONED EXAMS

- Exam creators will be contacted 4 weeks from the final exam end date regarding material pick-ups.
- After 5 weeks of no communication or prior arrangement from the final exam end date, all materials will be assumed not necessary. Related departments will be contacted about securely shredding all materials.

Bulldog Testing Center

PHONE:

E-MAIL:

BY SUBMITTING THIS FORM YOU AGREE TO ALL RULES AND PROCEDURES OF THE BTC.

EXAM INFORMATION

FULL CLASS
BTC provides Scantrons

MAKE-UP/EARLY
Tester provides Scantrons

COMPUTER BASED EXAM
USE OF BTC COMPUTERS ONLY

(WRITE PASSWORD HERE)

X

COURSE NAME
"BIO 101, MATH 75"

EXAM TITLE
"EXAM 1, QUIZ, PRE-SURVEY"

TIME ALLOWED
2 Hour Maximum

HR(S)

MIN(S)

NUMBER OF TESTERS
300 Exam Maximum

START DATE

END DATE

MAKE-UP END DATE

EXAM OPTIONS/SUPPORT PLEASE CHECK ALL BOXES THAT APPLY

No Options/Aides

Any Calculator

Open Notes

ONLY Non-Programmable/Scientific Calculators

Open Textbook

Blue Book

Write on Exam Exams Will Not Be Recirculated

Index Card(s) 5"x8" Cardstock ONLY, 2 Maximum

NON-Write on Exam Exams Will Be Recirculated

Other Specify in Special Instructions

APPROVED FULL-CLASS OPTIONS QUESTIONS ARE AUTOMATICALLY ONE POINT EACH

Tester Provided Scantrons Exam Creator will Grade

Score, Percent, & Questions Missed (default)

Shred Test Copies After Final End Date

Score, & Percent Only

Shred Scantrons After Final End Date

Score, Percent, Questions missed, & Correct Answers

SPECIAL INSTRUCTIONS CONTINGENT ON BTC STAFF APPROVAL

	EXAM PICK-UP
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<i>FOR OFFICE USE ONLY</i>				SSD USE ONLY	SCANTRON(S) _____	BOOKLET(S) _____	SSD TRANSFER _____ DATE _____	BTC TRANSFER _____ DATE _____	EXAM CREATOR USE ONLY	PICK-UP _____	DATE _____
RECEIVED BY _____	DATE _____	SCHEDULED _____									
EXAM LOCATION	FFS(210) _____	UC (201) _____									
OPERATION CHECKS	1 st _____	2 nd _____									
ANSWER KEY CHECKS	1 st _____	2 nd _____									
COVERS _____	FOLDERS _____	TABS _____									
# _____	TOTAL PULLED EXAMS										
# _____	ANSWER KEYS	1 st _____	2 nd _____								
# _____	SCANTRONS	1 st _____	2 nd _____								
# _____	BOOKLETS	1 st _____	2 nd _____								
EXCEL SENT _____	EMAILED _____	SHREDDED _____									