

ACADEMIC TESTING COVER SHEET

Instructors Name:		Department & Course:	Section (s)
Section(s)	Phone:	Email:	Number of students:

Name of Test:

First Day:	Last Day:	Time Allowed: Hour(s): _____ Minutes: _____
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Options: (please check all that apply)

	Cue Sheet (size: _____)
	Notes
	Open book
	Blue Book
	Dictionary
	Calculator:
	<i>Any calculator</i>
	<i>Scientific only</i>
	<i>Graphing</i>
	<i>Programmable</i>
	Student report options:
	<i>No score: refer to instructor</i>
	<i>Score and percent</i>
	<i>Score, percent and questions missed</i>
	<i>- Release score to student immediately</i>
	<i>- <u>Do not</u> release score until test closes</i>
	Shred tests after deadline
	Instructor will pick up completed tests
	Return completed tests to Instructor at Mail Stop # _____

**Note* All questions are worth one point unless stated otherwise*

Special Instructions (use back of form, if needed)