

# Testing Center

## Test Control Form

**The Testing Center administers tests for the following instructional areas and course formats:**

Approved Instructional Areas

Developmental Studies    Allied Health  
 Sciences and Math

Approved Course Formats (all instructional areas)

eLearning (Online/Hybrid)  
 Weekend

***This Test Control Form MUST be submitted in person to the Testing Center - No Email Submissions Allowed***

Instructor Name		Office Phone	
Course (ex. BIO 1010)		Other Phone	
Test Format	Paper-Based	Blackboard	EducoSoft
		MyMathLab	Other
Password (Case-sensitive - 6 character minimum - 12 maximum)			

Test Name, Number or Chapter(s)	Start Date ( <i>Not Today</i> )	Closing Date	Number of students	Number of copies	Makeup Test	
						Worksheets
						Calculator
						Scantron

**Only 1 test per form - multiple sections OK - list (up to 6) sections in the boxes below**

Section(s) (i.e. LD01)						
------------------------	--	--	--	--	--	--

***Print TWO copies of this form. Submit both copies and a copy of the Academic Integrity Affirmation (with course info filled out) for each student (25 students = 25 copies) to be tested.***

**❖ So That We May Better Serve You, Observe the Following Rules ❖**

- ❖ A copy of the Academic Integrity Affirmation (with course info filled out) must be submitted for every student (25 students = 25 copies) to be tested. *Sole Exception: DVM worksheets incorporate this information into the worksheet.*
- ❖ Testing periods cannot end (close) on either Friday or Saturday, except for eLearning and Weekend course formats.
- ❖ Notes and/or Scratch Paper are NOT permitted.
- ❖ The Closing Date is the last date students can take the test. Testing allowed until the close of business on the Closing Date.
- ❖ Open-book examinations are NOT permitted.
- ❖ Tests cannot be picked up until the next business day after the Closing Date.
- ❖ No Final Examinations are permitted except for eLearning and Weekend course formats. All other Finals are to be conducted during the assigned times in the classroom.
- ❖ Tests must be delivered to the SAS Testing Center no later than the day BEFORE testing is scheduled to begin.
- ❖ All Online Tests (Blackboard, Course Compass, EducoSoft) must have either paper back-up tests OR reliable contact phone numbers (good on Weekdays, Evenings, & Saturdays).
- ❖ Please deliver a sufficient number of test copies to accommodate the number of students in your section(s).
- ❖ Any exception to these rules must be pre-approved by the Director or Supervisor of Student Assessment Services
- ❖ Faculty are encouraged to submit multiple forms (versions) of any test available to students for more than two days.

**DATE RECEIVED:** \_\_\_\_\_ **TIME RECEIVED:** \_\_\_\_\_ **INITIALS** \_\_\_\_\_

**DATE RETURNED:** \_\_\_\_\_ **TIME RETURNED:** \_\_\_\_\_ **INITIALS** \_\_\_\_\_

**Special Instructions**

Completed	
Not Used	
Total	