

TESTING CENTER  
Single Student Testing Checklist

College Center #230, x6299

(Please Print)

STUDENT TEST INFORMATION

Student: \_\_\_\_\_  
Class: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Valid Contact Phone: \_\_\_\_\_  
Open Test Dates: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

TEST RETURN INSTRUCTIONS

Personal Pick Up  
 Campus Mail: Campus/Bldg \_\_\_\_\_ Dept/Rm # \_\_\_\_\_

TEST RESOURCES

Check any of the following that apply, or write additional instructions.  
 Standard/Scientific Calculator       Open Book  
 Graphing Calculator                       Dictionary/Thesaurus  
 Use of Computer                               Notes Allowed  
 Other: \_\_\_\_\_                               Return/Attach Scratch Paper

TIME LIMIT

Once a test is started in the Testing Center, it must be finished in one sitting.  
Minutes Allowed:  
 30     50     60     90     2 hr.    Other: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

**Attach this form to the test and deliver to the Greeley Testing Center. Please note that forms/materials can be received via email as well. If applicable, attach a copy of Accommodation Memo.**

FOR TESTING STAFF USE ONLY:

Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Timer Start: \_\_\_\_\_ End: \_\_\_\_\_ Carrel #: \_\_\_\_\_  
Intercampus Mail Return: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Initials \_\_\_\_\_

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