

Spring / Summer / Fall (Circle One)

Student List attached (REQUIRED if testing more than 3 students): OR Student Name _____

The Testing Center does not conduct whole class testing for on campus classes. Whole class testing of internet courses limited.

INSTRUCTOR'S GUIDELINES FOR EXAMS

Course & Section # _____ Course Title: _____ Exam Title: _____

Is this a whole-class test? YES NO How many students expected to test? _____ Daytime Phone: _____

Instructor: _____

(Instructor Name MUST ALSO be included on all tests)

Exam type: Dept. Exam Retake Makeup Internet Math Special Accommodation Adv. Standing I Grade

Exam may be given: Start Date: _____ Student Deadline Date: _____ Expire Date: _____

We need the student deadline date so we know what to expect for daily examinee traffic.

The expire date means test is active in the testing center, and if a student comes in past the student deadline date, the exam will still be administered. Thanks!

Is this a timed exam? YES NO If YES, time allowed: _____

Calculator Y N

• Simple Y N

• Graphing Y N

○ CAS Y N

• Scientific Y N

Break Allowed Y N

Open Book Y N

Dictionary Y N

Chart Y N

Notes Y N

Index Card(s) Y N

• Front and Back Y N

• How many? _____

• Specify Size _____

Scantron required? YES NO

(Instructor must provide)

Student may write on test? YES NO

Special Instructions: _____

Drop-off Date: _____ Instructor Signature: _____ Testing Staff Initials: _____

Pick-up Date: _____ Instructor Signature: _____ Testing Staff Initials: _____

Test Center Exam Policy:

- All instructors must complete and sign an **Instructor's Guidelines for Exams** form for each different type of test.
Form is available in the Testing Center and online, <http://www.osuokc.edu/assessment>.
- *A list of students or a roster must be provided for each different type of test. If you are providing a full class roster and not all students are approved for to make-up a test please **HIGHLIGHT** names of those approved to test.*
- Instructors need to provide contact information.
- The instructor's name and course title **MUST BE ON ALL TESTS**.
- All tests must be delivered and picked up by the course instructor or authorized personnel.
 - Authorized personnel, such as a work-study, can deliver and/or pick up tests with permission form.
- There is a locked mailbox slot next to our front door where you can leave tests after hours.
- Instructors must pick up all tests at the end of the semester. *Unused exams will be shredded if not picked up within 2 weeks of EOT.*
- Testing Center staff does NOT distribute nor accept homework assignments, handouts, review sheets, etc.
- To take a test, students **MUST** present a **photo ID** (OSU-OKC ID, driver's license, or other government-issued ID).
- Students **MUST** know their **INSTRUCTOR'S NAME** and their **COURSE TITLE** and **EXAM TITLE** to take a test.
- New faculty members may also be asked to present an ID.
- All incidents of Academic Dishonesty will be documented and reported to the instructor.
- Students may not bring their children while testing.
- Students may not eat or drink while testing.
- Students may not have cell phones or other electronic devices in testing rooms.

A complete list of prohibited items is available in the Testing Center and at www.osuokc.edu/assessment.

Testing and Assessment: Student Center, First Floor, Room 104

Phone: 945-8648

HOURS OF OPERATION

Monday – Thursday: 8:00 AM – 6:00 PM

Friday: 8:00 AM – 5:00 PM

Saturday – Sunday: Closed