INSTRUCTOR’S GUIDELINES FOR EXAMS

<table>
<thead>
<tr>
<th>Course &amp; Section #</th>
<th>Course Title:</th>
<th>Exam Title:</th>
</tr>
</thead>
</table>

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: __________

<table>
<thead>
<tr>
<th>Calculator</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Simple</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>• Graphing</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>• CAS</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>• Scientific</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

| 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 | | |

Break Allowed Y N

Scantron required? YES NO Student may write on test? YES NO

(Instructor must provide)

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