

Academic Test Request

Originating within the University of Utah System



**University of Utah
Testing Center
Student Services Building - Room 498
201 S 1460 E RM 498
Salt Lake City, UT 84112-9059**

**Phone: 801-581-8733
Fax: 801-585-1932
Email: testingcenter@sa.utah.edu
Web: www.testingcenter.utah.edu**

Directions

Instructor: Please complete the "Instructor Section" below. Provide the Testing Center with both a copy of the test and a completed Test Request for each student. When possible, it is also recommended that you supply each student with a copy of their Test Request and direct them to follow the instructions it contains.

Student: Please come to the Testing Center during "Paper Testing Hours," allowing enough time to finish the test before closing time. Be prepared to provide a photo ID and pay \$7.00.

Proctor Section

Office Use Only

Date Given: _____

Time Started: _____

Time Scheduled to Stop: _____

Time Actually Stopped: _____

Station Assigned: _____

Proctor Notes: _____

Proctor Signature _____

Candidate Signature _____

Paper Testing Hours

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am - 4:00 pm (day)	4:00 pm - 8:30 pm (afternoon)	8:00 am - 4:00 pm (day)	8:00 am - 4:00 pm (day)	8:00 am - 4:00 pm (day)

Instructor Section

Student:	Today's Date:
Instructor:	Exam Title (eg: Final, Midterm):
Phone Number:	Course Title:
FAX Number:	Subject & Number (eg: Math 1010-01):
Department:	Time Allowed to Take Test:
Campus Address:	Last Date Allowed to Take Test:
What items may the student use during the exam? <input type="checkbox"/> Calculator <input type="checkbox"/> Pen <input type="checkbox"/> Dictionary <input type="checkbox"/> Pencil <input type="checkbox"/> Notes <input type="checkbox"/> Scratch Paper <input type="checkbox"/> Textbook <input type="checkbox"/> Other: _____	How would you like the student's answers recorded? <input type="checkbox"/> Write answers directly on test. <input type="checkbox"/> Use blue book supplied by student. <input type="checkbox"/> Use Scantron sheet supplied by me. <input type="checkbox"/> Other: _____
How would you like the materials returned to you? <input type="checkbox"/> Hold materials for pick-up by either myself or: _____ <input type="checkbox"/> Send materials to me via Campus Mail.	Additional Instructions: