**Learning Support Services (LSS) Test Instructions Form**

**Semester:** **Choose an item. Instructor:** **Click or tap here to enter text.**

**Course Prefix and Section:** **Click or tap here to enter text.**

 *(ex: ENG 090, Section 01*)

**Student Name**: **Click or tap here to enter text.**

**(More than one student may be listed if instructions are the same – attach/deliver a test for each student)**

[ ]  **Check here if using the same form for the semester – see second page below for test dates**

***Please complete the following if student schedules a test appointment with LSS for either remote or on campus testing***

**Please indicate where you can be immediately reached:**

Email: **Click or tap here to enter text.** Phone: **Click or tap here to enter text.**

**Test Format:**

[ ]  Blackboard [ ]  Word Document [ ]  Other Online Test **Click or tap here to enter text.**

*(Please indicate type - ex: ConnectMath, Web Assign)*

[ ]  Scantron [ ] Other Written Test [ ]  Blue Book

**For Online Tests:**

**If test is timed, please program the test for the extended time indicated in the *APPROVED TESTING ACCOMMODATIONS* section of the Learning Support Services accommodation letter for student**

**Password: Click or tap here to enter text.**

**Amount of time class gets for test:** **Click or tap here to enter text.**

**Test Start Date: Click or tap to enter a date. Test End Date: Click or tap to enter a date.**

**(Changes require instructor approval)**

**Are tests available in the Testing Center? Y** [ ]  **N** [ ]

**All Students May Use:**

[ ]  Calculator **Click or tap here to enter text.** (*Indicate type of calculator allowed)*

[ ]  Dictionary [ ]  Open Book

[ ]  Open Notes **Click or tap here to enter text.**

 (*Specify extent of open notes allowed including use of a flash drive)*

[ ]  Scratch Paper [ ]  Spell Check [ ]  Grammar Check

[ ]  Word Processing [ ]  Other *(please indicate)* **Click or tap here to enter text.**

**Test Pickup on campus (most secure):**

[ ]  **Instructor** [ ]  **Instructor/Designee – Designee Name:** **Click or tap here to enter text.**

**Alternate:**

[ ]  Deliver completed test to (mailbox location): **Click or tap here to enter text.**

**\*\*\*Faculty complete the following if student schedules a test appointment with LSS\*\*\***

**Please complete test type and dates:**

**Test 1** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

**Test 2** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

**Test 3** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

**Test 4** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

**Test 5** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

**Test 6** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

**Test 7** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

**Test 8** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

**Test 9** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

**Test 10** Type: Choose an item.  *(Other please indicate)* Click or tap here to enter text.

Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.