GTCC Assessment Center Testing Instruction Form

A completed copy of this form must accompany each test or group of tests brought to the Assessment Center

Instructor Name:	Date Submitted:
Instructor Contact Information: (Will not be provided to student)	
Course Name / #	Test #
Is test paper or computer based? ☐ Paper ☐ Computer Based	
Does test have password? ☐ Yes ☐ No	Password

TIME ALLOWED FOR IN-CLASS TESTING: _____
Assessment Center will make the time adjustments as required for students with accommodations.

If test time exceeds 1 hour, are students allowed a restroom break? ☐ Yes ☐ No

Name of individual taking test (or provide a roster):

First day/time test may be taken: Please ensure test arrives at the Assessment Center	**Last** day/time test must be completed by: 48 hours before the test start date

The Assessment Center provides pencils and scratch paper only.

Student should mark answers on: ☐ Scantron ☐ Test Booklet ☐ Paper ☐ Other ☐ N/A

Students can use

Calculator:	☐ None ☐ basic ☐ Scientific ☐ Graphing ☐ Other	
Open Book:	Specify which book:	
Graphs or Tables	Specify type:	
Scratch Paper/ Graph Paper	Collect scratch paper with test? ☐ Yes ☐ No	
Notes:	Are notes allowed: ☐ Yes ☐ No Collect notes used for test: ☐ Yes ☐ No	
Notes	Note Cards: ☐ 3X5 ☐ 4X6	8.5 X 11 paper ☐ Yes ☐ No
	Specify quantity:	Specify quantity:
	☐ Typed ☐ Handwritten	☐ Typed ☐ Handwritten
	☐ 1-sided ☐ 2-sided	☐ 1-sided ☐ 2-sided
Other	Specify:	