**MAKE-UP/DISTANCE TESTING CHECKLIST: DSS**

**(Please provide one checklist and one student roster for each test)**

Instructor’s Name **(**please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Only one section per checklist)*

TEST DROP-OFF (Instructors): Testing Center Front Desk during normal office hours, Checklist, Student Roster with student Banner numbers. Department does **Not Print** checklist, student rosters, formula sheets or tests for instructors. Exams should be submitted to the Test Center 48 hours in advance

TEST LOCATION: Ozuna Library and Learning Center, Room 143. Instructors will be notified by email of any changes.

TESTING TIMES: ***TESTING IS BY APPOINTMENT ONLY AND SHOULD BE MADE BY 3:00 PM AT LEAST ONE***

***BUSINESS DAY PRIOR TO TEST DATE. Student arriving 15 min. after appointment time will be ask to reschedule.***

TEST CENTER OFFICE HOURS: **Monday 8 a.m. – 7 p.m.**

**(for test pick-up or drop off) Tuesday – Thursday 8 a.m. – 6 p.m. Friday 8am-5pm**

Test proctoring days: **Monday, Tuesday, Thursday 8:30am, 9:30am, 10:30am, 11:30am, 1:30pm**

TEST INFORMATION REQUIRED: (All tests must be either 100% online or 100% paper/pencil), **PAPER TESTS need Instructors Name and Course Name on front page of test. Department will not take assignments for instructors.**

***Please check appropriate items and fill out completely.* On-Campus Course: \_\_\_On-Line Course: \_\_\_\_\_\_**

|  |  |
| --- | --- |
| **TEST NAME:** **(required)** | **PASSWORD:** (if required) |
| **LIMIT TIME (check one)** | |
| \_\_\_\_\_ **( )** minutes *up to 75 minutes* | \_\_\_\_\_( ) 2 hours **MAXIMUM** |

|  |  |  |  |
| --- | --- | --- | --- |
| **MATERIALS ALLOWED (please check)** | | | |
| No Materials | Computer | Scratch paper | Other (specify) |
| Notes ( # of pages) | (Basic, Scientific, Graphing)  Calculator **(circle)** | Textbook | Dictionary |

|  |  |  |  |
| --- | --- | --- | --- |
| **The student will place answers on:** | | | |
| Test page | Scantron | Online | Other (specify) |

Name(s) of **student**(s) and **Banner number**(s) who will be taking make-up test: (attach roster if space provided is not adequate)

**STUDENT IDENTIFICATION** – Students must present proper identification in order to be administered any test. There will be no exceptions. S*tudents more than 15 minutes late must reschedule for another date. Students are responsible for securing large personal items (bags, etc.) outside the test room.*  ***Students need to schedule test appointment at:*** [**https://pactestcenter.as.me/distanceexams**](https://pactestcenter.as.me/distanceexams)

*PLEASE ATTACH THIS COMPLETED CHECKLIST TO THE TEST(S)*

**All guidelines provided by the instructors will be strictly adhered to**

**Testing staff are not authorized to change any directions provided by the instructors**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* DSS USE ONLY \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Term\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved Extended Time: \_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved: \_\_\_\_\_\_\_\_\_\_

Test Date:\_\_\_\_\_\_\_\_\_\_\_ Test Location:\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time:\_\_\_\_\_\_\_\_\_\_\_\_ End Time:\_\_\_\_\_\_\_\_\_\_\_\_ Reader / Scribe / Kurzweil / None