



TESTING CENTER EXAM FORM

INSTRUCTIONS:

Complete form, clip to a large envelope with exam inside (**please place the name of student and instructor's name on top of test**) and place in Maegan Richards' (mrichar4@kent.edu) mailbox, **but please also email Maegan in advance.**

STUDENT NAME _____

INSTRUCTOR _____

COURSE _____

DEADLINE FOR COMPLETION

SPECIAL INSTRUCTIONS:

Unless you state otherwise below, we will not allow the student to have ANYTHING with them, including books, notes, calculator, etc. We will make every effort to pay special attention to timed examinations.

TIME LIMIT:

Testing Center use only:

When completed, put this sheet & test in appropriate faculty mailbox.

DATE & TIME EXAM ADMINISTERED: _____

REMINDER:

Testing Center Hours: **BY APPOINTMENT ONLY**
(Appointments will need to be made at least 5 days in advance.)

Tests should be scheduled during the standard 9 a.m. to 5 p.m.,
Monday-Thursday workday.

THE TESTING CENTER IS CLOSED DURING FINALS WEEK.
(The exception will be students with accessibility accommodations.)

*Please feel free to duplicate this form for your use.

Revised: March 22, 2022