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| **Instructor Use** | **Instructions** | **Test Center Use** |
| Date Submitted:Click here to enter a date. | [ ]  Answer on Test Paper[ ]  Separate Answer Sheet Enclosed | Date Received: Initials: |
| Instructor:Click here to enter text. | [ ]  Calculator Permitted[ ]  Notes Permitted | Date Completed: Initials: |
| Instructor’s Office Mailbox Location:Click here to enter text. | [ ]  Note Cards Permitted[ ]  Books Permitted | **Expired test(s):\_\_\_\_\_\_\_\_****Test(s) returned:\_\_\_\_\_\_\_\_****Initials:\_\_\_\_\_\_\_\_** |
| Phone:Click here to enter text. | [ ]  Language Aids Permitted (Dictionary, Electronic Translator, etc.) |  |
| Course Name & Number:Click here to enter text. | [ ]  Other Instructions:Click here to enter text. |  |
| Test Expiration Date:Click here to enter a date. |  |  |
| Time Allowed for Test:Click here to enter text. |  |  |

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| Please print the name(s) of the student(s) to be tested: |
|  1. Click here to enter text. | 2. Click here to enter text. | 3. Click here to enter text. |
| 4. Click here to enter text. | 5. Click here to enter text. | 6. Click here to enter text. |

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**A FACULTY GUIDE TO THE TEST CENTER**

**General Information**

* This service is for make-up exams only; whole-class testing cannot be accommodated. Testing with accommodations will be coordinated through the Office for Disability Services.
* Remind students to bring a photo ID to take their exam.
* Students may be required to schedule appointments and should plan sufficient time during Test Center hours of operation.
* **Academic Honesty/Testing Irregularities:** Test Center staff monitor testing carefully in order to discourage any attempts at academic dishonesty. Any irregularities will be reported to the instructor.

**Submitting Tests**

* Submit a completed Test Request Form with tests and all materials needed for each student at least one day in advance of the testing start date. Test Request Forms are available on the Common drive in the Test Center/Forms folder and from the faculty secretary.
* Make sure tests have all the graphs, figures, and charts referred to in the test. Also, if you make a correction as you are administering an exam in class, be sure to make the change on the copies of the test on file in the Test Center.
* Include an expiration date on the Test Request Form. Tests will be administered to students until closing time on the expiration date, unless you indicate an earlier time restriction (e.g. 2/4 by 2:30 p.m.). Tests will then be removed from the test file and returned to you the following day.
* Indicate how much time the student will have to complete the exam.
* Drop tests off in the Test Center office, the campus mail, or the after-hours mailbox (where available).
* Completed and expired tests will be returned to Faculty Office mailboxes Monday through Friday via campus mail.

Gettysburg Test Center Harrisburg Test Center Lancaster Test Center Lebanon Test Center York Test Center

Room: Learning Commons Room: Whitaker Hall, Room 118 Room: M232E Room: 220 Room: Leader 103

Phone: 339-3535 Phone: **780-2456** Phone: 358-2878 Phone: 270-6334 Phone: 801-3214

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