OSU Testing Center
100 UAT Building, (405) 744-5958
testing.center@okstate.edu
http://testing.okstate.edu/

INSTRUCTOR: In order to have your test proctored to your specifications, please complete **ALL** the following fields after visiting with your student and submit this form with your test. Forms and tests should be dropped off in 100 UAT Building or emailed to testing.center@okstate.edu **at least 24 hours (preferably 48+ hours) in advance** of the student's appointment. The OSU Testing Center provides accommodated testing for students with disabilities. Student Accessibility Services (SAS) notifies instructors regarding testing accommodations for students in their courses. If you have questions or concerns about student accommodations, please contact the SAS office at 405-744-7116. *PLEASE NOTE: Submission of this form does **NOT** create an appointment for the student. Students **MUST** schedule their own appointments (at least 24 hours in advance, recommended one week in advance) to take a test at the OSU Testing Center.*

STUDENT(S), INSTRUCTOR, & TEST DETAILS

Exam Type: ☐ **Student Accessibility Services Exam**   ☐ **OSU Course Exam (non-SAS)**   ☐ **Other Institution Exam**

Student Name(s): _____

_____

_____

Course Name: _____

Prefix-Num-CRN (Sec): _____

Test/Exam Title: _____

Test Date (as arranged with student): _____

Test Time (as arranged with student): _____

Instructor Name: _____

Other Institution Name: _____

Instructor Phone: _____

Instructor Email: _____

Department Phone: _____

Is the Test ☐ **Paper-Based or ☐ Online?**

Is Test Date flexible?   ☐ **Yes**   ☐ **No**

Is Test Time flexible?   ☐ **Yes**   ☐ **No**

Standard Class Time allowed for test: _____Hour(s) and _____Minutes
The OSU Testing Center will calculate accommodation time for SAS students based on instructions provided by Student Accessibility Services.

TEST ADMINISTRATION INSTRUCTIONS

Testing materials required/allowed by the instructor:

☐ Notes	☐ Orange Scantron	☐ Graphing Calculator	☐ English Dictionary
☐ Textbook(s)	☐ Green Scantron	☐ Non-graphing Calculator	☐ Language Dictionary
☐ Scratch Paper	☐ Mechanical Pencil	☐ Computer Use	☐ LockDown Browser
☐ Blue Book	☐ Highlighters	☐ Ruler/Straight Edge	☐ Colored Pencils

Additional Instructions, Directions, Requirements, Passcodes, or Other Information:

Please Note: If special software is required, software and detailed installation instructions must be submitted to the OSU Testing Center at least a week in advance, and the OSU Testing Center reserves the right to not test a student if the software cannot be installed, operated, and removed easily.

TEST RETURN INSTRUCTIONS

How do you want the completed test materials returned to you? Please check ONE.

_____ Please **hold**. I will pick up test (must show photo ID).

_____ I have **authorized** _____ to pick up the test (must show photo ID).

_____ **Deliver** test within 72 hours to _____ (Bldg/Rm) **OR** departmental office _____ (Bldg/Rm).
        NOTE: If the OSU Testing Center is unsuccessful in delivering a test to an instructor's office and no departmental office is provided, the test will be held at 100 UAT Building for pick-up by the instructor.

Tests not administered will be retained for two weeks after the end of the semester and then destroyed.

Received by Signature: _____

Print Name: _____   Date: _____