



# University Assessment and Testing

<b>Testing Center Use Only:</b>
Exam Date: _____
Time Student Started: _____
Time Student Finished: _____

## EXAM ADMINISTRATION INSTRUCTIONS

OSU Testing Center  
107 UAT Building, 744-5958

The OSU Testing Center provides accommodations as directed by Student Disability Services. The Coordinator of Student Disability Services (SDS) notifies instructors regarding testing accommodations for students in their courses. If you have questions or concerns about accommodations, please contact the SDS office at 744-7116.

**INSTRUCTOR:** In order to have this exam proctored to your specifications, please complete the following information after visiting with the student and return this form with the exam to the Testing Center. Direct any questions to 744-5958.

Student's Name: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Instructor's Phone: \_\_\_\_\_ Department Phone: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Prefix/Number: \_\_\_\_\_

Scheduled Exam Date: \_\_\_\_\_ Is exam date flexible? \_\_\_ Yes \_\_\_ No

Scheduled Exam Time: \_\_\_\_\_ Is starting time flexible? \_\_\_ Yes \_\_\_ No

Total regular class time allowed for exam? \_\_\_\_\_ Hour(s) and \_\_\_\_\_ Minute(s)

**NOTE: Accommodation time is calculated by Student Disability Services. Testing must begin early enough to provide full time accommodation and be completed by 4:45 p.m.**

Testing provisions allowed by instructor (indicate correct choice for each item):

Notes? \_\_\_Y \_\_\_ N    Extra Paper? \_\_\_ Y \_\_\_ N    Calculator? \_\_\_ Y \_\_\_N    Books? \_\_\_ Y \_\_\_ N

Additional Instructions:
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How do you want the completed exam returned to you? Please check one.

\_\_\_\_\_ Please hold. I will pick up exam (must show photo ID).

\_\_\_\_\_ I have authorized \_\_\_\_\_ to pick up the exam (must show photo ID).

\_\_\_\_\_ Deliver the exam, at Testing Center convenience (within 48 hours), to \_\_\_\_\_ Bldg/Rm  
If no one is available, please deliver the exam to the Departmental office \_\_\_\_\_ Bldg/Rm.

**Note: If the exam is unable to be delivered to the instructor's office and no departmental office is provided it will be returned to the Testing Center and held for pick-up.**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_