# Testing Center Cover Sheet

www.csmd.edu/testingcenter

Administer at: LAPL □ LEON □ PRIN □ Remote Site □ Course Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course # \_ \_ \_ -\_ \_ \_ \_

Pickup at: LAPL □ LEON □ PRIN □ Section #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exam/Quiz # \_\_\_\_\_\_\_\_\_\_\_

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| Instructor’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- | --- |
| Test For: Group: □ | Individual: □ |  |  | Roster Enclosed: Yes □ | No □ |
| Type: Classroom Make-Up □ | Web □ | Hybrid □ | DLC □ |  |  |

WHOLE CLASSROOM TESTS WILL NOT BE ACCEPTED. TIMING OF TESTS IS VERY CRITICAL. PLEASE BE VERY SPECIFIC ABOUT TIMING AND CONSIDERATE OF TESTING CENTER HOURS.

Allow 2 days for delivery to another campus. Tests ending on Friday to be sent to another campus will not be in the mail until Monday. THERE IS NO SATURDAY MAIL SERVICE.

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| Student’s Name(s) (if no roster): |  |
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Students must complete this test by: Date & Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and within\_\_\_\_\_Hours \_\_\_\_\_\_Minutes Instructor will pick up the test from the Testing Center by: Date & Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ LAPL/PRIN/LEON

Student(s) may use only the materials indicated (*Mark all that apply*):

* Pen □ Bluebooks # □ Scantron #
* Pencil □ Charts # □ Calculator/type
* Scratch paper □ Tables # □ Formula sheets #
* Notes: # Specifications Password:
* E-Books, Textbooks, or Reference book(s) title(s)

Additional Instructions:

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| ADA ACCOMMODATIONS: When turning in multiple tests, please fill out a separate form for each student with  accommodations. Only granted accommodations are to be given.  ADA EXTENSIONS: LA PLATA, EXT. 7614 LEONARDTOWN, EXT. 5420 PRINCE FREDERICK, EXT. 6009  Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proctor/Scribe’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Extended time: \_\_\_\_\_ Hours \_\_\_\_\_ Minutes This Represents: Time and a half □ Double Time □  Assistive Technology: Word q3 □ Dragon □ Kurzweil □ Other □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Date Test Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Received by (Testing Center Staff Initials): \_\_\_\_\_\_\_\_\_\_ | Test picked up by (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |