

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 # _____

Instructor's Name: _____ Signature: _____

Contact Info: _____

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.**

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*):

- | | | |
|--|--|---|
| <input type="checkbox"/> Pen | <input type="checkbox"/> Bluebooks # _____ | <input type="checkbox"/> Scantron # _____ |
| <input type="checkbox"/> Pencil | <input type="checkbox"/> Charts # _____ | <input type="checkbox"/> Calculator/type _____ |
| <input type="checkbox"/> Scratch paper | <input type="checkbox"/> Tables # _____ | <input type="checkbox"/> Formula sheets # _____ |
| <input type="checkbox"/> Notes: # _____ Specifications _____ | Password: _____ | |
| <input type="checkbox"/> E-Books, Textbooks, or Reference book(s) title(s) _____ | | |

Additional Instructions: _____

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: _____ Test picked up by (signature): _____

Received by (Testing Center Staff Initials): _____ Date: _____