

EXAM INFORMATION SLIP

Tests will not be administered **one hour** prior to closing. **Please provide exam copies for each student.**

(TO BE FILLED OUT BY ALL INSTRUCTORS TO PLACE EXAMS IN TLC - Drop off or email to TLCtestProctor@canyons.edu)

NAME OF STUDENT _____

NAME OF INSTRUCTOR _____

CLASS NAME AND NUMBER _____

IS THIS AN ONLINE EXAM? YES _____ NO _____

EXAM DEADLINE (specify start or end time optional) _____

TEST TIME ALLOWED (**calculate total time** including DSPS extensions) _____

MATERIALS ALLOWED: BOOKS YES _____ NO _____

NOTES YES _____ NO _____

CALCULATORS YES _____ NO _____

OTHER (specify) _____

SPECIAL INSTRUCTIONS _____

SCANTRON REQUIRED YES _____ NO _____

WRITE ON THE TEST YES _____ NO _____

PROVIDE THEIR OWN PAPER YES _____ NO _____

I WILL PICK UP EXAM FROM THE TLC _____

PLACE EXAM IN MY MAILBOX AT THE SWITCHBOARD _____

TLC EXAM POLICIES:

- Unscheduled breaks (including restroom breaks) are not permitted.
- Unauthorized materials (including cell phones, mobile devices & smart watches) are not permitted in the testing room.
- Utilization of the computer for any reason other than to access an exam, unless authorized by my instructor is not permitted
- Student computer access is monitored at all times.

FOR OFFICE USE ONLY

Rec by: _____

of test copies: _____

D.O. / Em. Date: _____

STUDENTS INITIAL AT TLC: AGREEMENT TO EXAM INSTRUCTIONS & TLC POLICIES

Exam Form: Instructions

Name of Student: If multiple students, please list each of their names.

Name of Instructor: Include instructor's first initial and last name.

Class Name and Number: For example: English 101; Biology 107; Math 103; etc.

Is This and Online Exam?: If the exam must be taken on a computer with internet access, please check "yes."

Exam Deadline (specify start or end time optional): Note the date and time (if applicable) that the student must take the exam. Example: "July 15th." If you note a specific time, specify if it is the start time, or the end time. Example: "July 15th - begin by 11am", or "July 15th, end by 11am."

Test Time Allowed (calculate total time including DSPS extensions): The time allowed for the exam should be noted such as "1 hour and 30 minutes", "1.5 hours", or "90 minutes". For a student with special accommodations, make sure to list the total time allowed for that particular student.

Materials Allowed? If you answer "Yes" to any materials allowed, be sure to specify exactly what is permitted for students. Examples: "3.5 card, one side only", "annotated article", "scientific calculator", "basic calculator", or the name of the course text allowed. Many students bring in notes and texts in e-form, and unless faculty note acceptability of electronic items where the Internet and other resources can be saved and/or accessed, students will **not** be allowed to bring these items in the testing facility. TLC does not provide electronic dictionaries, spellers, or translators for students. TLC will lend students scientific, regular, or graphing calculators if needed.

Special Instructions: This field is for faculty to alert staff of any special instructions not covered in other areas of this document. For example: "May use notes for first hour only", or "may use computer for essay." Note: If students utilize the computer to access Word or other Microsoft Programs per instructions, the documents are downloaded by TLC staff and removed from the student testing computer in order to maintain the integrity of the exam.

Scantron Required: TLC does not provide Scantron or Bluebook materials, so please inform students that they will need to bring these materials with them if required for the exam.

Write on Test/Provide Their Own Paper: If student should not write on the exam itself, please note this and advise if scratch paper is allowed. TLC Staff will provide and account for all scratch paper used and return all to faculty with the completed exam. If students are permitted to provide their own paper, TLC staff will initial it and return it with the completed exam.

Pick Up or Drop Off: Note how you would like to receive the completed exam.

TLC Exam Policies: Students will be required to initial agreement to the policies listed in this section prior to taking an exam in TLC's Testing Center.

TLC Test Center Contact Information:

VLC
661-362-3194 (VLC Testing Phone)
TLCTestProctor@canyons.edu

CCC
661-362-3857 (CCC TLC Main Phone)
TLCTestRoomCCC@canyons.edu