



**TEST INFORMATION FORM**

Phone: 443-518-1280  
 Room: RCF-359  
 Email: testcenter@howardcc.edu

SEE TEST CENTER WEBSITE FOR CURRENT HOURS & CLOSURES.

Howard Community College Test Center is committed to excellence; and strives to ensure that each and every one of your students' test is administered according to your specifications. Please help us accomplish this goal by doing the following:

1. Fill in **All SHADED NUMBERED AREAS (1-13)**.
2. Before submitting, please proofread the form. Test(s) may not be administered if certain shaded areas are left blank.
3. Drop off tests at your division office or at the Test Center in room RCF- 339, 359 or 366.
4. Tests **cannot** be delivered by students or via interdepartmental mail.
5. Inform your students that a valid and unexpired College ID or government issued identification with a current picture is required for testing.
6. Student **must** know the instructor's LAST name.
7. **Students arriving 30 minutes prior to the Test Center closing time will not be allowed to test.**

**NOTE: TO ENSURE PROPER TEST ADMINISTRATION, PROOFREAD AND COMPLETE ALL SHADED FIELDS BEFORE SUBMITTING.**

1. Instructor's Last Name	First Name:	5. Instructor's Phone Number
2. Course Name		6. First Date of Administration
3. Course Number <i>(e.g., MATH-070)</i>		7. Last Date of Administration
4. Test Name <i>(e.g., Exam 2)</i>	<b>TIME LIMIT REQUIRED: DO NOT LEAVE BLANK or students will automatically receive 4 hours.</b>	
9. Destination	8. Time Limit (Minutes)	
<input type="checkbox"/> CANVAS/ ONLINE <input type="checkbox"/> HOLD <input type="checkbox"/> DH239 <input type="checkbox"/> HR300 <input type="checkbox"/> HS236 <input type="checkbox"/> HVPA200 <input type="checkbox"/> LCC <input type="checkbox"/> ST149 <input type="checkbox"/> SET430		
All testing must fall under one of these three categories in order to be administered in the Test Center. PLEASE CHECK <u>ALL</u> THAT APPLY.		
10. Reason For Testing	<input type="checkbox"/> Make Up <input type="checkbox"/> Hybrid/Online Course <input type="checkbox"/> Student Accommodation(s)	

Regular Course

Eight (8) students maximum.  
 (Deviation requires prior approval from the Testing Director.)

Hybrid/Online Course

Unlimited Students - A current class roster must be attached when the number of students exceeds eight (8).

11.	Student(s) Name	Date Tested	Student(s) Name	Date Tested
1			5	
2			6	
3			7	
4			8	

**12. ANSWER FORMAT**  
 Please check all that apply. All items (except for computers) checked below must be provided by the instructor. Flash drives may not be utilized.

Directly on Exam  
 Answer Sheet/ Scantron  
 Blue Book  
 HESI/ MyExamMaster  
 MatLab     MyMathLab  
 Microsoft Word  
 Visual Studio

**13. TESTING MATERIALS AND PRIVILEGES**  
 Please check all that apply. No electronic translators or any other electronic devices will be permitted other than Test Center calculators.

NO MATERIALS ALLOWED                     
  Other :Additional Instructions:

Test Center Scrap Paper →  Return with Exam  
 Test Center Calculator (Test Center Calculators ONLY)  
 4 Function     30X     83 or 84  
 Dictionary (Test Center English Dictionary ONLY)  
 Textbooks  
 Notes/Index Cards →  Return with Exam

**PASSWORD:**

TEST CENTER USE ONLY

Received: #Test: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_ Total Tests Administered: \_\_\_\_\_ By: \_\_\_\_\_ Return Date: \_\_\_\_\_

NOTE: If you would like a completed copy of the TIF, print two copies and submit to test center with the exam(s).

Revised: 6/627/2017