



**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 exams is administered according to your specifications. Please help us accomplish this goal by observing 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 less than 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	Canvas/ Online Exam <input type="checkbox"/> <b>HOLD</b> <input type="checkbox"/>	Division:

All testing must fall under one of these three categories in order to be administered in the Test Center.  
 PLEASE CLICK OR SELECT ALL THAT APPLY.

10. Reason For Testing	<input type="checkbox"/> Makeup	Course: <input type="checkbox"/> Regular <input type="checkbox"/> Hybrid/Online	<input type="checkbox"/> Student Accommodation(s)
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<u>Regular Course</u> Eight (8) students maximum. (Deviation requires <u>prior</u> approval from the Testing Director.)	<u>Hybrid/Online Course</u> Unlimited Students - A current class roster must be attached when the number of students exceeds eight (8).
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11.	Student(s) Name	Date Tested	Student(s) Name	Date Tested
1			5	
2			6	
3			7	
4			8	

<b>12. ANSWER FORMAT</b> CLICK all that apply. Items such answer sheets, blue books and scantrons must be provided by the instructor. Flash drives may not be utilized.	<b>13. TESTING MATERIALS AND PRIVILEGES</b> Click all that apply. No electronic translators or any other electronic devices will be permitted other than Test Center calculators.
<input type="checkbox"/> Directly on Exam <input type="checkbox"/> Answer Sheet/ Scantron <input type="checkbox"/> Blue Book <input type="checkbox"/> HESI <input type="checkbox"/> MyExamMaster <input type="checkbox"/> MatLab <input type="checkbox"/> MyMathLab <input type="checkbox"/> Microsoft Word	<input type="checkbox"/> NO MATERIALS ALLOWED <input type="checkbox"/> Test Center Scrap Paper → <input type="checkbox"/> Discard <input type="checkbox"/> Return <input type="checkbox"/> Test Center Calculator (Test Center Calculators ONLY) <input type="checkbox"/> 4 Function <input type="checkbox"/> 30X <input type="checkbox"/> 83 or 84 <input type="checkbox"/> Dictionary (Test Center English Dictionary ONLY) <input type="checkbox"/> Textbooks <input type="checkbox"/> Notes/Index Cards → <input type="checkbox"/> Return with Exam
	<input type="checkbox"/> Other :Additional Instructions:  PASSWORD:

**TEST CENTER USE ONLY**

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