



Test Information Form
Phone: 443-518-1200, opt. 5
Faculty Line: 443-518-3265
RCF-359 & RCF-366
Email: testcenter@howardcc.edu
Student Appointments: www.registerblast.com/howardcc

Instructions: Fill out the required form items. Proofread your form before submitting. Deliver all testing materials 48-72 hours prior to the first date of administration. Remember, tests cannot be delivered by students or via interoffice mail per College Policy.

Instructor and Test Information

Instructor's Last Name: _____ Test Name: _____
Instructor's First Name: _____ First Date of Administration: _____
Instructor's Phone Number: _____ Last Date of Administration: _____
Instructor's Email: _____ Time Limit: _____
Course Number: _____ Check for accommodations: _____

Mailbox Location:
(select only 1)

FL

LS

BET

HS

HOLD
(at TC for pickup)

Student Information. Note: Maximum Number of Students is TWELVE. Please include first and last names.

Student Name	Date Tested	Student Name	Date Tested
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Testing Materials and Privileges

Paper Based Tests

Testing Materials

Computer Based Tests

Directly on Exam

NO MATERIALS ALLOWED

Calculator (select type below):

Canvas

MyMathLab

Answer Sheet/Scantron

Test Center Scrap Paper

Exemplify

ATI

Blue Book

Dictionary

Notes/Index Card

MyAcctLab

Microsoft Word

Textbook

PASSWORD:

Additional Instructions:

TEST CENTER USE ONLY

Received: #Test: _____ By: _____ Date: _____ Total Tests Administered: _____ By: _____ Return Date: _____

Revised: 10/28/2025