



INSTRUCTIONS FOR TESTS ADMINISTERED
AT CF TESTING CENTER

Instructors: Please fill out this form completely and submit to testing@cf.edu.

Instructor: _____

Course Title _____

Course Number: _____ Course Section: _____

Test Type: Make-up Exam Online/Hybrid Course Outside Proctoring

Office Phone: _____

Cell Phone: _____

Email: _____

Remind each student to bring a photo ID and know the instructor's name, course and section number as well as the test desired to take.

Test availability: from _____ to _____

Time allotted for exam: _____

Please attach any additional materials needed for the exam:

	Yes	No
Scantron required	<input type="checkbox"/>	<input type="checkbox"/>
Student may use notes	<input type="checkbox"/>	<input type="checkbox"/>
Student may use textbook	<input type="checkbox"/>	<input type="checkbox"/>
Student may use calculators	<input type="checkbox"/>	<input type="checkbox"/>
Student may use formula sheet	<input type="checkbox"/>	<input type="checkbox"/>
Scratch paper may be used	<input type="checkbox"/>	<input type="checkbox"/>
Student registered with Access Services	<input type="checkbox"/>	<input type="checkbox"/>

Please provide instructions for returning exams and scores:

	Yes	No
Scan and email	<input type="checkbox"/>	<input type="checkbox"/>
Pick up	<input type="checkbox"/>	<input type="checkbox"/>

Password and additional information: