



INSTRUCTIONS FOR TESTS ADMINISTERED  
AT CF TESTING CENTER

Instructors: Please fill out this form completely and submit to [Testing@CF.edu](mailto:Testing@CF.edu).

Instructor: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number and Section: \_\_\_\_\_

Test Type:     Lecture Exam     Online/Hybrid Course     Outside Proctoring

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Remind students to bring photo ID and to know the instructor's name, course and section numbers, and which test they need to take.

Test availability:    from \_\_\_\_\_ to \_\_\_\_\_

Time allotted for exam: \_\_\_\_\_

Time with accommodations/extra time (if applicable): \_\_\_\_\_

Please attach any additional material 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 calculator	<input type="checkbox"/>	<input type="checkbox"/>
Student may use formula sheet	<input type="checkbox"/>	<input type="checkbox"/>
Scrap paper may be used	<input type="checkbox"/>	<input type="checkbox"/>

For off campus exams, please provide instructions for returning exams and scores.

Additional instructions: