



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 & Section: \_\_\_\_\_

Test Type:  Make-Up 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: \_\_\_\_\_

Please attach any additional material needed for the exam.

|                                | Yes                      | No                       |
|--------------------------------|--------------------------|--------------------------|
| Scantron required              | <input type="checkbox"/> | <input type="checkbox"/> |
| Students may use notes         | <input type="checkbox"/> | <input type="checkbox"/> |
| Students may use textbook      | <input type="checkbox"/> | <input type="checkbox"/> |
| Students may use calculators   | <input type="checkbox"/> | <input type="checkbox"/> |
| Students 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**

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