



## Test Request Form

**Student Name:**

**Test Date(s):**

(For web courses, attach list of student names)

**Instructor Name:**

**Course Number:**

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**INSTRUCTOR:**

To ensure students are tested under the conditions you desire, please answer *all* questions on this form.

- Make-Up Exams: one intake form is needed for each student
- Paper/Pencil Exams: attach a test for each student
- Please note: Testing Center staff are not available to SCAN, FAX or EMAIL exams

**Type of course:**      **Face-to-Face**      **Hybrid**      **Web-based**

**Type of test:**      **On Computer**      **Paper/Pencil**      **Other:**

**Other test location(s) besides the Yuma Campus:**

**San Luis      Somerton      Parker      MCAS      Quartzsite      Wellton**

**Other:**

**Desired Testing Conditions:**

Time test?	Yes	No	Duration:
Allow notes?	Yes	No	Comments:
Allow books?	Yes	No	Comments:
Allow calculator?	Yes	No	Comments:
Allow breaks?	Yes	No	Comments:

Additional Comments:

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**OFFICE USE ONLY**

**Record #** \_\_\_\_\_ **LK#** \_\_\_\_\_ **TBL#** \_\_\_\_\_ **COM#** \_\_\_\_\_ **ID TYPE** \_\_\_\_\_

**REMARKS:** \_\_\_\_\_ **INT** \_\_\_\_\_

**Test taker signature** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Time IN:** \_\_\_\_\_ **Time OUT:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

(Pick-up/Delivered by:    **E-MAIL**    **FAX**    **MAIL**)