

This form **must** accompany each test or group of tests. Email: [Testing Services](#)

Instructor Name:	Contact Information:	Today's Date:
Class or Course:	Exam Title:	Campus:

Exam Date:	Scheduled Start Time:	Class Time Limit:	Deadline:

Student Name	MGA ID	Instructor was contacted by Accessibility Services	Instructor was NOT contacted by Accessibility Services

Exam Information: ☐ Online ☐ Printed

For Online Testing: **Please ensure the start time and adequate adjustments are made in advance as the Testing staff are unable to make time adjustments for online exams.**

Website:	Password:

Mark Answers: ☐ Directly on Exam ☐ Scantron ☐ Plain/Lined paper ☐ Bluebook

Please identify materials allowed:

☐ Calculator	☐ Scratch
Type: ☐ Basic ☐ Graphing ☐ Scientific ☐ Other	☐ Yes ☐ Whole Sheet ☐ ½ sheet ☐ ¼ sheet ☐ Not Allowed
☐ Formula Sheet, Graphs, Tables	Return scratch paper to Instructor?
☐ Yes – Please Email to Testing Services ☐ Not Applicable	☐ Yes ☐ No
☐ Notes	☐ Other:
Collect and return to Instructor after exam? ☐ Yes ☐ No	Please specify:

Exam Return- Choose more than one if necessary: ☐ Hold for pick up ☐ Mail to Office

☐ Email _____

Additional Notes:

Testing Center Use Only

Date Taken: _____

Time Started/ Finished: _____

Test Returned to Instructor: _____