

eLEARNING and HYBRID COURSE- TEST REQUEST FORM

Please PRINT test information clearly.

Instructor: _____

Course/Section: _____

Exam/Test #: _____

Campus Phone #: _____

Off Campus #: _____

Approx. # of students to be tested: _____

Date Range to Make Test Available:

First Available Date: _____

Last Available Date: _____

Return Test Materials:

____ Hold completed tests for pick-up at Newtown

____ Send completed tests via interoffice mail
(available, but not recommended)

For Computer-Based Test Delivery

Clearly notate upper and lower case letters and any spaces:

Test Platform: _____

Test Password: _____

Password Format: _____

Respondus Lockdown Browser Used?

Time Limit: _____

Testing Information:

____ Use Blue Book ____ Calculator OK

____ Scrap Paper OK ____ Other Materials

Additional Instructions:

For Paper and Pencil Test Delivery

Total Copies of Paper Test Provided: _____

Main Campus in **Newtown:** _____

Time Limit: _____

Testing Information:

____ Use OpScan Sheet ____ Answer Sheet Provided

____ Use Blue Book ____ Calculator OK

____ Scrap Paper OK ____ Other Materials

Additional Instructions: