

Chris LC Lee Authorized Testing Center
Examination Cover Sheet

FACULTY INFORMATION

Name of Faculty Member:

Campus E-Mail:

Office Ext.:

Off-campus Phone Number (for office use only):

STUDENT INFORMATION

Student Name:

Attach candidate roster with students 1>:

EXAM INSTRUCTIONS

Course name and #:

Exam Title:

Time limit for exam:

Start date of exam:

Test Deadline:

Exam aids allowed during exam - highlight or circle selection:

Calculator Graphing Scientific Basic (No internet capable calculators)

Compass Yes No

Ruler Yes No

Formula sheet Yes No

Scratch paper Yes No

Writing instrument Pencil Pen None

Eraser Yes No

Highlighter Yes No

Dictionary Yes No

Electronic speller Yes No

Scantron Yes No – Form number?

Greenbook Yes No

Word or Notepad use Yes No

Access to internet Yes No

Notes Yes No – If yes, type and amount of pages:

Textbook Yes No

Breaks: Yes No

Other approved aids not listed:

Special instructions:

Exam return - highlight or circle selection: Scan/email Scan/interoffice mail Pickup

Delivery location – office and/or school mailbox:

Office Use Only

Proctor Name: _____

Date exam given: _____ Exam start: _____ Exam end: _____

Scanned/Returned Date: _____ Proctor Initials: _____

Examination Cover Sheet – Instructions

Faculty Information

- Include full name
- Include cellphone or home number – used by TC staff only, on day of exam, should there be questions and we are unable to contact you at your office number
- Email required

Student Information

- Include student's full and/or preferred name
- Include class roster if more than one student is taking the exam

Exam Instructions

- Include course name and number – used to ensure course information matches exam documents
- Indicate exam title (midterm, final, exam 1, etc.)
- Length of exam – how long does the student have to complete the exam?
- Start date – the date the exam is available for students
- Test deadline – the last date the exam can be given without special permission from the instructor

Allowed Exam Aids

- Indicate yes or no – provide explanations/details as needed
- Calculator – be specific
- Formula sheets – be specific (3x5 cards, full sheet, formulas only, formulas with calculation, etc.)
- Scratch paper – be specific (how many pages, return/keep after exam, shred after exam, return with exam, etc.)
- Electronic spellers – no internet capable spellers are allowed
- Scantron – be specific (include number)
- Access to Internet – be cautious when selecting this option as it increases the opportunity for students to cheat
- Notes – be specific (two 3x5 cards, one 8x12 page, etc.)
- Breaks – be specific (breaks allowed, how many, how long, etc.)
- Other aids – include additional approved exam aids not listed

Special Instructions

- Include any special instructions that are not addressed in other areas

Exam Return

- Select return method
- Include office mailbox and/or school mailbox location

If you have any questions about the Examination Cover Sheet or the submission process, please contact the Testing Center at (949) 367-8340 or via email at ivctesting@ivc.edu

Hours of Operation
Monday through Friday, 8:00am-5:00pm

Process for Faculty

1. Approve exam can be taken at the Testing Center.
 - a. Refer student to the Testing Center.
 - b. Notify students of the rules and regulations.
2. Testing Center staff will send an email to the instructor once the student confirms the appointment.
 - a. Student needs to confirm the appointment at least 2 business days in advance.
3. Complete Examination Cover Sheet.
 - a. Cover sheet can be found on Inside IVC and Testing Center website.
 - b. Send exam and completed cover sheet to Testing Center at least 24 hours in advance of the appointment.
 - c. If exam is not received prior to the appointment, the student is free to reschedule the appointment.
 - d. Availability limited during busy times – finals week, holidays, etc.

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