

GTCC Assessment Center Testing Instruction Form

Instructor/Course Information

Instructor's Name:

Date Submitted:

Office Phone/After Hours Number:

/

(Will not be shared)

Individual's Name (if applicable or is Roster attached):

Course Name:

Course Number:

Test Name:

Chapters Covered:

First day/time test may be taken:

Last day/time of test

Test Information

Should the student WRITE on the test? Yes No Moodle

Is the test TIMED? Yes No LENGTH of test

If test time limit exceeds 1 hour, are students allowed a restroom break? Yes No

Is the test OPEN BOOK? Yes No

Are NOTES allowed? Yes No
(If yes, specify type; ex 4 3X5 cards; 1 sheet 8.5X11 both sides)

Are CALCULATORS allowed? Yes No N/A

Is the test PASSWORD protected? Yes No N/A (If so, password)

Are there DISABILITY ACCOMMODATIONS? Yes No (If yes, please explain below)

Other Information or Disability Accommodations

Voice Output Extended Time Distraction Reduced/Separate Room

Other

Please note that entire classes cannot be seated at the same time, due to testing space availability and the integrity of the testing process. If you have any questions regarding our testing policies as it effects faculty testing, please visit our webpages on the GTCC Website. If you would like to speak with a test proctor, please dial **336-334-4822** and enter ext. **50574 or 50017(JTN), 50364(HP), 50335(GSO)**.