



Testing Services Exam Cover Sheet

Location: Rhodes West #215, Extension: 2272, E-mail: testingservices@csuohio.edu

Instructors: Please complete sections 1-3 and return with all test materials to Testing Services.

Section 1: Student and Course Information	
Student's name	Course Name/Section Number
Instructor's name	Instructor's Contact Information
Exam Deadline <i>(last date student is allowed to take test)</i>	Time allowed for class <i>(Please do not calculate extended time)</i>

Section 2: Materials allowed- Please check all that apply	
Open Book	Internet Access
Open Note	Calculator
Additional instructions for proctor:	

Section 3: Completed test return method	
No exam return needed (exam submitted electronically)	
Send test via e-mail to my CSU account 3 days after the exam date	
I will pick up from Testing Services by appointment 3 days after the exam date (as required for reasons of health and safety)	
PLEASE NOTE: Exam pick up is <u>by appointment only</u> and must be <u>at least 3 days after the exam date</u>.	
1st choice- preferred day and time	
2nd choice- preferred day and time	
You will receive an e-mail confirming of the day/time you may pick up your exam	

Testing Services Use Only:

Time and a Half	Double Time	Time Allowed:	Other:	Seat#
Date Received:	Date Taken:		Date Returned:	
Method Received:	Start time:	Proctor Initials:	Method Returned:	
Initials:	End time:	Proctor Initials:	Initials:	