

THIS COVER SHEET MUST ACCOMPANY EACH TEST FOR EACH STUDENT

SUNY Broome Community College
Testing Center Request Form

COURSE INFORMATION / TEST INFORMATION (TO BE COMPLETED BY INSTRUCTOR)

Instructor's Name _____

Course/Section _____ Test day, date & time _____

*** If test date can be altered, last date test is to be taken: _____

Time Allotted for Test in Class _____

Special Instructions

Student Use of: ___ notes ___ textbook ___ formula sheet (attach copy to test)

Calculator: ___ basic ___ scientific ___ graphing ___ CAS

Computer: ___ Minitab ___ other: _____

Other: _____

STUDENT INFORMATION (TO BE COMPLETED BY STUDENT)

Student Name _____ Request date _____

Test Center ___ LAD (Learning Assistance Department)

___ ARO (Accessibility Resources Office – eligibility required)

Accommodations requested: (eligibility/permissions required)

___ extended time ___ reader ___ computer ___ calculator ___ scribe ___ interpreter

TESTING CENTER APPOINTMENTS

LAD (Learning Assistance Department) 778-5038

ARO (Accessibility Resources Office) 778-5150

HOURS OF OPERATION

LAD Testing Center Room L-015

(available Fall & Spring Terms only)

Monday 8:00 AM - 6:00 PM

Tuesday 8:00 AM - 6:00 PM

Wednesday 8:00 AM - 6:00 PM

Thursday 8:00 AM - 6:00 PM

Friday 8:00 AM - 4:00 PM

ARO Testing Center (Fall, Spring, and Summer Terms)

Monday – Friday 8:00 AM – 4:00 PM

Office Use Only:

TEST CENTER APPOINTMENT

Date _____

Time _____

Office Use Only:

TEST ADMINISTRATION

Date _____

Starting time _____

Ending time _____

TEST PICKUP

Instructor _____

Picked up by _____

Date _____

Test Center Staff _____

Using the Broome Community College Testing Center Request Form

1. Student Information

The Request Form is initiated by the student completing the STUDENT INFORMATION section.

2. Testing Center Appointment

Student contacts the Testing Center reception desk for an appointment. Appointment time and date is noted on the Request Form (bottom right box) by office staff, or by student if the appointment is made by phone.

3. Course Information/Test Information

Student returns the Testing Center Request Form to the instructor. Instructor completes the COURSE INFORMATION/TEST INFORMATION section and attaches the cover sheet to tests dropped off at the Testing Center.

***Instructor is responsible for delivery and retrieval, or arrangements for, of tests taken in the Testing Center.