

ACADEMIC SUPPORT CENTER TEST ARRANGEMENT FORM
(This form must be filed in Mullen 312 3 days before scheduled test)

Student Name _____ Day/Date of test _____

Instructor _____ Course _____

Time of Test: Start _____ Finish _____
Student needs time and a half

Test Drop Off Options: (check one)

- _____ Student will deliver test to Academic Support Center (MU312) in sealed envelope
_____ Instructor will deliver test to Academic Support Center (MU312)

Test Return Options (check one)

- _____ Instructor will pick up test at Academic Support Center (MU312)
_____ Proctor will put test in instructor's mailbox
_____ Other

Test Instructions for Student (i.e. calculator, dictionary) _____

INSTRUCTOR'S SIGNATURE

White copy to Academic Support Center – Yellow copy to Instructor – Pink copy to Student

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