

INSTRUCTIONS FOR ADMINISTRATION OF TESTS

Faculty Member: _____ Phone: _____

Fax: _____ E-mail: _____

Originating campus:

- | | | | | |
|-----------------------------------|------------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| <input type="radio"/> Hawai'i CC | <input type="radio"/> Kapiolani CC | <input type="radio"/> Leeward CC | <input type="radio"/> Windward CC | <input type="radio"/> UH-Manoa |
| <input type="radio"/> Honolulu CC | <input type="radio"/> Kauai CC | <input type="radio"/> Maui CC | <input type="radio"/> UH-Hilo | <input type="radio"/> UH-W.Oahu |

Course alpha & #: _____ Title of test: _____

Date(s) and time(s) on which test may be administered: _____

Students taking this test		(Note: all students must present a photo I.D.)	
Name	Soc. Sec. #	Name	Soc. Sec. #

>> If you need more space, please attach a course roster to this form. <<

Timed?

- Yes
 Time limit: _____
 No:

Equipment or materials to be used:

- Calculator
 Open notes (add any specifics)

 Other (explain)

Open Book?

- Yes
 No

Instructions for "paper" tests	Instructions for online tests
<input type="radio"/> Student writes on test <input type="radio"/> Scantron or other answer sheet provided by instructor <input type="radio"/> Scantron supplied by student <input type="radio"/> Other: _____	URL: _____ Password: _____ <input type="radio"/> Headphones for audio Is test automatically timed by program? <input type="radio"/> Yes <input type="radio"/> No

Comments or additional instructions (attach another sheet if you need more space):

Instructions for handling completed test:

- Instructor pickup (for same-campus tests)
 Fax Keep original on file after faxing? __Y __N keep until (date) _____
 Mail to: _____

Photocopy test before mailing and keep copy? __Y __N keep until (date) _____ (revised12/00)