



Correspondence Ed Testing Center

309 Wes Watkins Center, (405) 744-6390

ce.okstate.edu@okstate.edu

http://is.okstate.edu/

CE Testing Center Use Only:
Test Date: _____ Initial: _____
Time Started: _____ Initial: _____
Time Finished: _____ Initial: _____

Testing Hours: 8:15am – 4:45pm. Monday – Friday

Extended Hours @ 8:15 – 7:45: Wednesday (Beginning Week 3) and Finals Week

INSTRUCTOR: In order to have your test proctored to your specifications, please complete ALL the following fields after visiting with your student and submit this form with your test. Forms and tests should be dropped off in 309 Wes Watkins Center or emailed to ics-inf@okstate.edu at least 24 hours in advance of the student's appointment. The Correspondence Education Testing Center provides accommodated testing for students with disabilities. Student Disability Services (SDS) notifies instructors regarding testing accommodations for students in their courses. If you have questions or concerns about student accommodations, please contact the SDS office at (405) 744-7116.

PLEASE NOTE: Submission of this form does NOT create an appointment for the student. Students MUST schedule their own appointments to take a test at the CE Testing Center.

STUDENT(S), INSTRUCTOR, & TEST DETAILS

Exam Type: [] Student Disability Services (SDS) Exam [] OSU Course Exam (non-SDS) [] Other Institution Exam

Student Name(s): _____

Instructor Name: _____

Other Institution Name: _____

Instructor Phone: _____

Course Name: _____

Instructor Email: _____

Course Prefix/Number: _____

Department Phone: _____

Test/Exam Title: _____

Is the Test [] Paper-Based or [] Online?

Test Date (as arranged with student): _____

Is Test Date flexible? [] Yes [] No

Test Time (as arranged with student): _____

Is Test Time flexible? [] Yes [] No

Class Time allowed for test: _____ Hour(s) and _____ Minutes

The CE Testing Center will calculate accommodation time for SDS students based on instructions provided by Student Disability Services.

TEST ADMINISTRATION INSTRUCTIONS

Testing materials required/allowed by the instructor:

- [] Notes [] Orange Scantron [] Graphing Calculator [] English Dictionary
[] Textbook(s) [] Green Scantron [] Non-graphing Calculator [] Language Dictionary
[] Scratch Paper [] Mechanical Pencil [] Computer Use [] LockDown Browser

Additional Instructions, Directions, Requirements, Passcodes, or Other Information:

Please Note: If special software is required, software and detailed installation instructions must be submitted to the CE Testing Center at least a week in advance, and the CE Testing Center reserves the right to not test a student if the software cannot be installed, operated, and removed easily.

TEST RETURN INSTRUCTIONS

How do you want the completed test materials returned to you? Please check ONE.

_____ Please hold. I will pick up test (must show photo ID).

_____ I have authorized _____ to pick up the test (must show photo ID).

_____ Deliver test within 72 hours to _____ (Bldg/Rm) OR departmental office _____ (Bldg/Rm).

NOTE: If the CE Testing Center is unsuccessful in delivering a test to an instructor's office and no departmental office is provided, the test will be held at 309 Wes Watkins Center for pick-up by the instructor.

Tests not administered will be retained for two weeks after the end of the semester and then destroyed.

Received by Signature: _____

Print Name: _____

Date: _____