**Testing Services Request**

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* Please submit the form to request Testing Services, one for each student, per test.
* Exam materials may be delivered in-person to Testing Services (Rm. 128C), attached to the Web form, or sent by email to testingservices@mwcc.mass.edu.
* Testing Services must have both the request form and test from the Instructor before the student walks-in.
* Testing with accommodations is by appointment only. Students may schedule only if Testing Services has received a request from their Instructor. Appointments with accommodations will only be scheduled if Testing Services has received a request form from the Instructor. The Instructor must ***submit the test at least 5 hours ahead of***the appointment. Tests that require conversion to audio format require 2 business days ahead of the appointment.
* Students are required to show photo ID to test.

**Instructor Information**



Name



Email



Phone #

Phone numbers are confidential, used by Testing Services only if necessary.

**Test Details**



Student’s Name

Test Title

 

Course #

  

Test Time Limit

to

from

Valid Test Dates:



Time limit with extended time accommodation (if applicable)

**Materials Allowed**

both sides

   

destroy

keep

Notes, # of sheets:

Scrap Paper:

   

Textbook, titles:

  

Calculator (No cell phones allowed)





**Internet use NOT allowed**

 

**Internet use allowed,** web sites:

 

**Computerized test,** password:

Other Instructions:



**Return to Instructor**



In-person in Testing Services

  

in a sealed envelope

Delivered by Student in a sealed envelope to room #



Scanned and emailed to Instructor

**Staff Use Only**

Test Date: \_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_\_\_\_\_\_ Time Out: \_\_\_\_\_\_\_\_\_\_\_ Seat #: \_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_\_\_\_\_ Proctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2/2/16

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received By: \_\_\_\_\_\_\_\_\_\_\_