



Students: If you believe you are not being given all of your allowed time, you are encouraged to immediately inform a professional staff member so it can be reviewed.

Office Use Only:	___ 1x	Accom. Time allowed: _____
Test space: _____	___ 1.5x	Actual start time: _____
Proctor: _____	___ 2x	Calculated End time: _____
		Actual End time: _____

Test Scheduling Form

THREE STEP PROCEDURE TO SCHEDULE TEST

Step 1: Students and instructors determine together what day and time a test should be taken at the WYC considering allowed time. Students are encouraged to schedule a week or two in advance, but no later than:

Tests ending after 4:30 pm (considering allowed time) – schedule **at least** 4 business days' before the test date.

Tests during WYC regular business hours, Mon. – Fri. 8 – 4:30, schedule **at least** 2 business days' before the test date.

Step 2: The student completes Section 1 of the form and emails it to wyc@carrollu.edu and to their professor.

Step 3: After receiving from student, the professor completes Section 2 and sends it along with the test to wycetest@carrollu.edu.

SECTION 1: STUDENT COMPLETES

Fill out this section, email to wyc@carrollu.edu and to your professor

Today's date:	Course: (Ex: ANP140):
Student Name:	
Test date:	Start time:
How long is your class period, ex. (70 minutes)	
Instructor last name:	Computer needed: Yes No
	Kurzweil needed (only if you have accommodation): Yes No

SECTION 2: INSTRUCTOR COMPLETES

E-mail the test and this form to wycetest@carrollu.edu the day before if possible.

Or drop off hard copies at the WYC. After hours drop box is located on driveway side of building.

IMPORTANT: Amount of time class is allowed for exam: _____

Check aids allowed: (We will provide scratch paper, scantrons, blue books or lined paper if indicated below.)

Open book	Scratch paper	Lined paper
Notes	Scantron	
Calculator	Blue book	

Computer needed? Yes No

What is student allowed to access on computer: _____

Other specifics:

How can we reach you if the student has questions during this test time:

By what method the test returned to you: (Exams are returned in sealed envelope with colored WYC stamp over seal.)

___ By student to the instructor in class.

___ By the student to instructor's campus mailbox located at: _____

___ By the student to a specified location: _____

___ Instructor will arrange for the exam to be picked up from the WYC (Mon. – Fri. 8 am – 4:30 pm)