



Academic Success Center TEST ADMINISTRATION INSTRUCTIONS

For reasons related to security and confidentiality, all tests must be picked up. We do not return tests by email, nor should they be sent by email. Thank you for your cooperation.

Instructor Section: PLEASE PRINT. Must be completed in full. Date: _____

Student: _____ ID: _____
Last name First Name

Instructor: _____ Course: _____
Last name First Name

Instructor email: _____ We will notify you when test is taken.

Time limit: ____ hours+ ____ minutes Date by which test must be taken: _____

NOTE: Instructor will be notified if test not taken by one week after above date. Tests will be returned to instructor or shredded.

Please check one: Make-up ATI CBE Other (specify): _____

What is the student allowed to use: Nothing Notes Book Calculator

Formula/Table Scantron Custom answer sheet Computer Scrap Paper

Special instructions: _____

Student Section

ACADEMIC INTEGRITY POLICY

Goodwin College expects absolute integrity from every student in all academic undertakings. Students are expected to be honest with respect to the intellectual efforts of themselves and their peers. Submission of work for academic credit must be the student's own work. All outside assistance must be acknowledged and documented in the required format.

I have read and agree to abide by all testing policies: _____

Student signature at time of testing

Proctor section

Date: _____ Time limit: ____ hr ____ min Exam released date: _____

Proctor: _____ Start time: _____ To: _____

End time: _____ Signed: _____

Accommodations

As applicable, refer to letter from Jesse Swider, AccessAbility Services Coordinator

- Extended Time – Amount _____
- Reduced Distraction Environment
- Large Print
- Braille
- Calculator

- Scribe
- Reader
- Computer without Internet Access
- Occasional Breaks during Exam
- Other

Accommodations verified by _____ Signed _____

Jesse Swider, AccessAbility Services Coordinator
860.727.6718 JSwider@goodwin.edu

I hereby agree that all accommodations were provided and implemented correctly and adequately

(Please sign one of the following):

- Agree: _____
- Disagree: _____
- Explain: _____

Proctor Notes (issues, optional):
