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| https://intranet.watc.edu/Mktg/Shared%20Documents/WSU%20Tech/Logos/FOR%20PRINT/WSU%20Tech_Print_Logo_White.jpg |  **Request to Administer Test** |
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| **Instructor Name** |  Click or tap here to enter text. | **Instructor** **Phone** |  Click or tap here to enter text. |

 ***(Where Instructor can be reached for questions, during testing)***

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| **Student Name (or attach roster)** | Click or tap here to enter text. | **Location to Administer Test** | Choose an item. |

**Please indicate course type:** [ ]  **Make-up test** [ ]  **Hybrid/online Final** [ ]   **Scantron**

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| **Time Allowed:** |  **Click or tap**  |

|  |  |  |  |
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| **Course Name and Number:**   |  Click or tap here to enter text. | **Test Name:**  |  Click or tap here to enter text. |

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| **First Date/Time Student may take Test**  |  Click or tap here to enter text. | **Last Date/Time Student May take Test** |  Click or tap here to enter text. |

**Send Completed Request and Class Roster forms via email to:** Testing@wsutech.edu  \*If submitting Request for an individual (1) student Class Roster form is not required. \*\*If submitting Request for multiple students then completed Class Roster for is **REQUIRED**. |

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| **To be completed by Testing staff** |
| **Test Date:**  |
| **Start time:**  |
| **Stop time:**  |
| **Proctor Initials:**  |

 |
| **Allow the use of:** | **Yes** | **No** | **Allow Student to:** | **Yes** | **No** | **Other Instructions:** |
| **Calculators** | [ ]  | [ ]  | **Use their personal Calculator** | [ ]  | [ ]  |

|  |  |
| --- | --- |
| **Password** |  Click or tap here to enter text. |
| **Additional instructions for Testing staff:** |
| This space is for additional testing instructions only. PLEASE DO NOT ADD STUDENT NAMES IN THIS AREA. Send student names in separate Excel spreadsheet. |

 |
| **Notes:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  | [ ]  | **Mark on the test** | [ ]  |[ ]   |
| **Scratch Paper** | [ ]  | [ ]  | **Take their notes/scratch paper home** |[ ]  [ ]  |  |
| **Text Book** | [ ]  | [ ]  | **Leave the room during the test** | [ ]  | [ ]  |  |
| **Dictionary** | [ ]  | [ ]  |

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| --- | --- |
| **Other** |   |

 | [ ]  | [ ]  |  |

**Student signature:**  **Date:**