



Submit this form and any additional exam material needed for testing

Instructor Name: _____

Course Name: _____ **Exam Name:** _____

Contact Information needed:

Cell Number: _____ **Office Number:** _____

Email: _____

Student(s) the exam is for

_____ (UVID: _____) _____ (UVID: _____)

_____ (UVID: _____) _____ (UVID: _____)

_____ (UVID: _____) _____ (UVID: _____)

Exam Information

What type of test will this be: **Online Test** **Write-On Test**

What is the exam password if it is password protected: _____

Exam Date Availability: _____ to _____

Exam Time limit: _____ minutes *(Please do not include the additional accommodative time)*

Testing Aids Allowed

Please select or indicated what testing aids students are allowed.

Calculators Allowed: **Four-Function** **Scientific** **Financial** **Graphing**

Dictionaries Allowed: **English Dictionary** **ESL Dictionary**

Materials Allowed: Total of sheets of Scratch Paper

Notes allowed

Cue Sheets (collected after testing). Sides **Size of cue sheets**

Open Book (Title and Author of text book)

Any additional Instructions or Information

Please add any additional instructions or exceptions allowed for testing. If a student has specific exceptions for the semester you will need to add it for each exam form.

Exam Submission and Return

There are 3 ways to submit an exam to our center. By default, we will return the exam the same way that it was submitted. If you would like the completed exam to return to you using a different way, please select how you would like it returned to you.

1. **Submit in RegisterBlast (Most Secure)** – For security purposes, we recommend that you upload your exams directly into our appointment system, RegisterBlast. Submission instructions can be found on the Faculty Page of our website at:
<https://www.uvu.edu/testingservices/info/faculty.html>
2. **Submit via Email** – If you would prefer to submit your exam via email, please send all exam information, including a completed Accommodative Exam Form, to ctc@uvu.edu.
3. **Drop Off** – You are welcome to drop off a copy of the test materials at our front office in WS 112 (Wolverine Service Building). Please come prepared with a completed Accommodative Exam Form or be prepared to fill it out by hand at the time of drop-off.

Return the exam using the following method:

RegisterBlast

Email

Pickup

Important Information Concerning Additional Exam Setup

Time Extension - If the exam is computer-based, there is a time limit on the exam, and your student has the accommodation for a time extension, you must extend the time limit for the student within the exam platform (Canvas, McGraw Hill, etc.) prior to the testing appointment.

Proctorio Removal - For students testing at the Testing Center, Proctorio must be removed for all exams to avoid technical difficulties. Our proctors will monitor the student using cameras and live computer monitoring software. You can find instructions for removing Proctorio for a single student on the Proctorio Page of the Office of Teaching and Learning's website. Click on the "Proctorio Flexible Exam Settings" button. Once Proctorio is removed for the student, the exam will be password protected. Make sure to include the password on the Accommodative Exam Form that you are submitting to us.

If you need assistance with Canvas or Proctorio, please contact the UVU Office of Teaching and Learning.