Please complete this form for each course you teach and return to Testing Center on the Kilgore campus by the fifth (5th) class day of the semester.

**ATTENTION:** Please keep in mind your students will **NOT** be allowed to test until this form is submitted AND your test materials have been received in the Testing Center.

### Please print:
- **Instructor Name:**
- **Instructor email:**
- **Course:**
- **Instructor Phone** *(include an alternate number)* #:
- **Test Dates and/or deadline dates:**

**Time limit:** ____________ *(if no time limit indicated, students will receive 90 min. for regular and midterm exams and 2hrs. for final exams)*

**Test version:**
- [ ] paper & pencil
- [ ] online/computer based

At the end of each testing period, tests will be:
- [ ] picked up
- [ ] returned campus mail

### Authorized Supplemental Materials:
- [ ] Scantron (100 question) no essay
- [ ] Scantron (100 question) *with* essay
- [ ] Blue book
- [ ] Notes
- [ ] Scratch Paper *(provided by testing center)*
- [ ] Graph Paper
- [ ] Ruled paper
- [ ] Calculator *(refer to prohibited list)*
- [ ] Text book
- [ ] Other aids *(specify in box below)*

### Special Testing Instructions:
**Please type or print** passwords for online exams here.

Instructor Signature: __________________________ Date: ____________

*Updated 11/13*