

BYUH TESTING INSTRUCTIONS

**Tests are due by NOON the workday BEFORE the test opens.*

<i>For Office Use Only</i>	
<i>Received by:</i> _____	<i>Date:</i> _____
<i>Input by:</i> _____	<i>Date:</i> _____
<i>Picked up by:</i> _____	<i>Date:</i> _____

TEACHER _____ **PHONE#** _____ **COURSE** _____ **SEC** _____
TEST DATES: START _____ **END** _____ **BARCODE#** _____ **TEST#** _____

<u>CHECK ONLY THOSE WHICH APPLY:</u>		Score by KEY	Graded by TEACHER
		Write on test	DO NOT write on test
CALCULATORS:	Programmable	Non-programmable	Financial
DICTIONARIES:	English ONLY	Foreign Language	Thesaurus Electronic
OTHER:	Notes Books	Scratch paper	COMPUTER (program _____)
	Time limit: _____	Points per question _____	Access Code _____
<u>SPECIAL INSTRUCTIONS:</u>			
_____ _____			
STUDENT'S REPORT CHOICES (<i>Select <u>all</u> that apply – Test scores are displayed online:</i>)			
NO SCORE	RAW & %	QUESTIONS MISSED	
TEACHER'S REPORT CHOICES (<i>Select all that apply:</i>)			
Paper copy of class roster (<i>with scores and/or elapsed time</i>)			
Paper copies of individual student reports with:	Raw Score & %	Questions Missed	

Tests will be picked up within 5 workdays of the end date

Tests may be shredded after the end date

NUMBER OF TESTS:

NUMBER OF STUDENTS EXPECTED: