

# BYUH TESTING INSTRUCTIONS

\*Tests are due by **NOON** 2 workdays **BEFORE** the start date.

\*\*Remind students to abide with the **BYUH Dress and Grooming Standards**.

## For Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Input by: \_\_\_\_\_ Date: \_\_\_\_\_

Picked up by: \_\_\_\_\_ Date: \_\_\_\_\_

TEACHER \_\_\_\_\_ PHONE# \_\_\_\_\_ TEST \_\_\_\_\_

TEST DATES: *START* \_\_\_\_\_ *END* \_\_\_\_\_ COURSE \_\_\_\_\_ SEC \_\_\_\_\_

### CHECK ONLY THOSE WHICH APPLY:

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: \_\_\_\_\_

### SPECIAL INSTRUCTIONS:

#### **TEACHER'S REPORT CHOICES** (*for answer sheets only*):

Paper copy of overall report only

Email results to: \_\_\_\_\_

Exams will be picked up within 5 business days of the end date

Shred all exam material after the end date

NUMBER OF TESTS

NUMBER OF STUDENTS EXPECTED

**Are any students taking this exam receiving testing accommodations?**

YES (continue to fill out the form)

NO (sign and date below)

**SELECT APPLICABLE ACCOMMODATIONS**

1. Time extensions: total length of time permitted (if unlimited, specifying the average time plus extension)
2. Distraction-free setting: total length of time permitted
3. Assistive Technology: electronic reader, text enlarger
4. Break: (specify minutes)
5. Other:

**List each student and their different accommodations separately:**

1. Student Name: \_\_\_\_\_

List applicable accommodation codes for this student from the table above: \_\_\_\_\_

2. Student Name: \_\_\_\_\_

List applicable accommodation codes for this student from the table above: \_\_\_\_\_

3. Student Name: \_\_\_\_\_

List applicable accommodation codes for this student from the table above: \_\_\_\_\_

4. Student Name: \_\_\_\_\_

List applicable accommodation codes for this student from the table above: \_\_\_\_\_

\_\_\_\_\_  
**Instructor's Signature**

\_\_\_\_\_  
**Date**