TESTING CENTER REQUEST FORM

Testing Center | One College Circle, Room A306 | Malvern, AR 72104
Testing Coordinator: Katelyn Crouse| Phone: 501.332.0225 | Email: kcrouse@asutr.edu

ARKANSAS STATE UNIVERSITY THREE RIVERS

Important Notice

Please submit this completed form and any testing materials or passwords via e-mail (kcrouse@asutr.edu) or in person (A102) no less than one week prior to the exam date for tests in the Testing Center, no less than two weeks prior for classroom tests.
NOTE: *Wednesdays are test days for Accuplacer exams. Appointments for other testing will be extremely limited, if available on these days.* **View the Testing Center Procedures document for further information.**

Please inform your students of the following requirements:

1. Students must have an appointment to take the exam in the Testing Center (**No Walk-Ins Allowed**).
2. Students must present a valid photo ID (driver's license, student ID, etc.) to be able to test.

Testing Center staff will not grade, assess, advise or otherwise assist students beyond providing test directions, test proctoring and enforcing test restrictions specified by you.

Completed exams will be returned to you using the method you choose below: Online Exam ☐ Yes ☐ No

Return Method: ☐ Pick Up ☐ E-mail: _____ ☐ Fax: (____)_____-_____

☐ Mail: _____
Street Address *City* *State* *Zip Code*

Faculty and Exam Information

Professor's Name: _____ **Phone:** _____

Institution: _____ **E-mail:** _____

Course Name: _____ **Time Allowed:** _____

First Possible Date of Exam Completion: _____ **Last Possible Date of Exam Completion:** _____

Name(s) of Student(s) to be tested: _____

_____

List accommodations required? (Distraction Free, Extended Time, Large Print, etc.) _____

_____

Proctoring Instructions

NOTE: Students will not be permitted to leave the Testing Center while testing and return later to complete a test *unless* otherwise noted by instructor. **Only items indicated below will be allowed. If an item is left unchecked, it will be assumed that it is NOT allowed.**

Please check all that apply:

- ☐ Breaks allowed
- ☐ Books (List specific names)
- ☐ Notes
- ☐ Flash Drives
- ☐ Scratch Paper
- ☐ Calculator

It is ultimately the responsibility of the instructor to administer exams for their students.

Professor's Signature: _____ **Date:** _____

Revised 11.05.25