
Nashville State Community College
Testing Center Examination Cover

Part 1. Student Information *(One form per student)*

Directions: Complete this form and attach to the student's exam. Deliver exam with cover form to the Testing Center within **2 business days** before the test date.

Student Name: _____ Student A#: _____

Reminder: Please remind student that a **valid photo ID is required** for all testing. Approved IDs: Valid State Issued, Passport, and/or Nashville State Student ID

Does this student receive approved ADA Accommodations from the Access Center? *If so, please complete the ADA Accommodation Testing Center Examination Cover.*

Form can be printed double sided.

Type of Test

Paper/Pencil Online Other: _____

Please check the purpose of the exam.

- | | |
|--|---|
| <input type="checkbox"/> Credit by Exam | <input type="checkbox"/> ESL Special Accommodation Exam |
| <input type="checkbox"/> Departmental Makeup Exam (On ground course) | <input type="checkbox"/> "I" grade (Incomplete) |
| <input type="checkbox"/> Departmental Makeup Exam (Online course) | <input type="checkbox"/> Kaplan Nursing Departmental Makeup |
| <input type="checkbox"/> Departmental Exit Exam | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> ESL Challenge Test | |

Course Name: _____

Course Number: _____ Course Section: _____

Test Name, Number, or Form: _____

Test Open Date/Time: _____ Last Date/Time to Take Exam: _____

Instructor Last Name: _____ Instructor First Name: _____

Semester: _____

Time Limit – All Tests

Total Time Limit: _____ minutes

Part 2. Testing Requirements

Testing Aids Allowed – Check all items that apply:

Directions: Instructors are responsible for listing test instructions. Only items checked will be allowed during testing.

- | | |
|--|---|
| <input type="checkbox"/> Open Notes | <input type="checkbox"/> Calculator – ANY |
| <input type="checkbox"/> Open Book | <input type="checkbox"/> One Page of Notes (front/back) |
| <input type="checkbox"/> One Page of Notes (front only) | <input type="checkbox"/> Scratch Paper |
| <input type="checkbox"/> Formula Sheet (instructor provided) | <input type="checkbox"/> Formula Sheet (student copy) |
| <input type="checkbox"/> Handout from instructor | <input type="checkbox"/> Headphones (test has sound) |
| <input type="checkbox"/> Dictionary | <input type="checkbox"/> Thesaurus |
| <input type="checkbox"/> Scantron (provide w/ test) | <input type="checkbox"/> Write on Test |
| <input type="checkbox"/> Calculator – specify approved type (i.e. basic, scientific, graphing, etc.) _____ | |
| <input type="checkbox"/> Notecard: dimension _____ | |
| <input type="checkbox"/> Other: _____ | |

NOTE: All scratch paper, formula sheets, note cards, one page of notes permitted will be taken up at the end of the test to ensure test security.

If you marked yes to **allow scratch paper**, what should the Testing Center do with the student's scratch paper at test end? Shred/destroy Place in Instructor pick-up file

If you marked yes to **allow one page of notes, formula sheet, note card**, what should the Testing Center do with the student's items at test end? Shred/destroy Place in Instructor pick-up file

If you marked yes to **open book**, what books are allowed (list title below)? _____

Part 3. Additional Requirements

Testing Requirements – Online Tests

1. Password for Online Test and/or Additional Instructions

2. Test domain (select one):

- D2L Cengage McGraw Hill Pearson Web Assign Other, please specify:

3. Lockdown Browser

For online tests: For D2L tests, is Lockdown Browser* Required? Yes No

If you use Lockdown Browser (D2L), please make sure to enable it in your course. This prevents students from opening other tabs while testing. Lockdown Browser is highly encouraged.

Instructor Contact Information needed only for first time drop-off only and/or new updates:

Please submit contact information for Testing Center staff use only. The Testing Center will not share your personal phone numbers with anyone. This is for proctor use only.

Instructor Email: _____

Instructor Office Number: _____ Instructor Home Number: _____

Instructor Cell Number: _____

Part 4. Important Information

- Valid photo identification is required for all tests. Valid state issued ID, passport, and/or Nashville State School ID.
- Instructors – please submit tests to the Testing Center of the student's choice **at least 2 business days in advance of the test date.**
 - Nashville: testing.center@nsc.edu or (615) 353-3564.
 - Southeast: southeasttestingcenter@nsc.edu or (615) 916-5854.
 - Clarksville: clarksvilletestingcenter@nsc.edu or (931)472-3455.
 - Dickson: dicksontestingcenter@nsc.edu or (615) 740-5998.
 - Humphreys County: humphreyscountyttestingcenter@nsc.edu or (931) 296-1739.

Note:

- The Testing Center (Nashville Campus) does not deliver completed exams or scan/email completed exams. The test will be placed in the instructor pick-up file to be picked up by Instructor or Authorized Designee. Authorized designee must be a Nashville State employee in your division.

List any authorized designee for test pick up.

Testing Center Staff Use Only

Incoming Exam - Date/Time Received: _____

Received by: _____ Removed Instructor Info: _____

Comments: _____

Day of Test – Date/Start Time: _____ Initial: _____

Day of Test – Date/Stop Time: _____ Initial: _____

Seat #: _____ Proctor Filed: _____ Comments: _____