

New All-In-One Test Submission Form

1. Choose the appropriate test type

What type of test is this? *

Student Inform

First Name *

Instructor Con

Please submit contact info
proctor may contact you if

ADA Accommodation
ESL Approved Support
Departmental Makeup
Web Online Virtual Opt Out
Program Exit Exam
Credit by Exam (Departmental Challenge Exam/PLA)

formatio

*Note: There are still group testing forms that can be provided to you upon request for certain types of testing. These requests can be sent to testing.center@nsc.edu.

a. Depending on the test type, there may be an option in the Student Information section to submit the exam for up to 4 students at once. Checking the box will make the additional lines appear.

****When submitting for multiple students on the same form, all test details need to be identical for all students unless otherwise specified in the special instructions.****

Student Information

Click here if you would you like to add additional students to this submission.

First Name *	Last Name *	Student A# *
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name *	Last Name *	Student A# *
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Student A#
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Student A#
<input type="text"/>	<input type="text"/>	<input type="text"/>

b. Continue filling out the Instructor Contact Information and Test Information sections as needed. Depending on the Test Format choice, the form will populate accordingly and allow file attachments.

Test Format * Paper

Upload Your Test Here

Scantron

Check here if dropping off the test

Click here to upload any additional test materials or instructions

c. Check the box shown below if any additional attachments are needed. This is available for both paper and online exams.

Click here to upload any additional test materials or instructions

Additional Upload *

Additional Upload

d. For online tests, please specify if you want the dynamic form returned after testing, otherwise it will be shredded.

Do you want this form back? *

Yes, I will pick it up
No, please shred it once testing is complete

- e. Fill out the Testing Aids section and submit. Please review this section carefully as some choices have been modified.

Testing Aids

Directions: *Only items checked will be allowed during testing. Check and answer all that apply.*

****Scratch paper is only given to a student if specifically allowed. All scratch paper is shredded after the testing unless you indicates otherwise.****

Can your student(s) have scratch paper? *

Calculator * -- Choose --

Is your test open book? *

Additional approved testing aids (be specific):