

All-In-One Test Submission Form

1. Choose the appropriate test type



Testing Center Test Submission Form

Directions

- Select the type of test below. Submit one form **per test type** for up to four students.
- Submit one form **per campus** if you have students testing across multiple campuses.
- Form is due to the Testing Center a minimum of **2 business days** before the test date whenever possible.

What type of test is this? *

Student Information

ADA Accommodation
First Name
Departmental Makeup
Web Online Virtual Opt Out
Program Exit Exam
Credit by Exam (Departmental Challenge Exam/PLA)

First Name *
Last Name *

Student A# *

Please submit contact information for testing center staff use only. The testing center will not share your personal information with anyone. The Testing Center proctor may contact you if any issues occur during testing.

*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# *
First Name *	Last Name *	Student A# *
First Name *	Last Name *	Student A# *
First Name *	Last Name *	Student A# *

- 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

Attach File

Attach File

Attach File

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 * Attach File

Additional Upload Attach File

- d. For online tests, please specify if you want the dynamic form returned after testing, otherwise it will be shredded. If you are collecting any materials (scratch paper, etc.) the form will be kept.

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 from previous form versions.

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):