



Administration of Exam Form

Brunswick	BrunswickAssessmentCenter@tri-c.edu	216-987-3877
East	EastAssessment@tri-c.edu	216-987-2256
Metro	MetroAssessment@tri-c.edu	216-987-4311
West	WestAssessment@tri-c.edu	216-987-5256
Westshore/CCW	WestshoreAssessment@tri-c.edu	216-987-3888/5888

Please submit all exams two business days in advance of the start date to best support our Tri-C students

Exam Type	STUDENT ACCESSIBILITY SERVICES	Class Type	ONLINE	FULL TERM	PARTIAL TERM
	MAKEUP		BLENDED		
			INDEPENDENT LEARNING		

Instructor Information

Instructor Name _____ Office Location _____
 Office Phone _____ Other Phone _____

Exam Information

Course Name & Number _____ CRN _____
 Exam Number _____ Time Limit _____
 First Date _____ Last Date _____

Materials Permitted with Exam

- ANSWER SHEET CALCULATOR BOOK(S) ELECTRONIC NOTES
- SCANTRON LINED PAPER NOTES HEADPHONES
- BOOKLET SCRATCH PAPER DICTIONARY
- OTHER _____

Administration

- PAPER EXAM OTHER WEBSITE _____
- BLACKBOARD PASSWORD _____
- RESPONDUS LOCKDOWN BROWSER

Special Instructions (Include Student Accessibility Services (SAS) Accommodations)

Method of Returning Exams Pickup Inter-Campus Mail*

*NOTE: Tests will only be mailed to other campuses. Assessment Centers cannot be responsible for the loss, theft, or destruction of exams, answer sheets, or related test materials, when such items are mailed

For Office Use Only

NUMBER OF TESTS _____ TERM _____ RECEIVED BY _____ DATE _____

