



Administration of Exam Form

Brunswick	BrunswickTestingCenter@tri-c.edu	216-987-3877
East	EastTestingCenter@tri-c.edu	216-987-2256
Metro	MetroTestingCenter@tri-c.edu	216-987-4311
West	WestTestingCenter@tri-c.edu	216-987-5257
Westshore	WestshoreTestingCenter@tri-c.edu	216-987-3888

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 *SAS students only
	MAKEUP		BLENDED *SAS students only
			MEET

Instructor Information

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

Exam Information

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

Materials Permitted with Exam

Only materials checked off are provided to the student.

- ANSWER SHEET HEADPHONES BOOK(S) ELECTRONIC NOTES
- SCANTRON LINED PAPER NOTES CALCULATOR *Specify type below, such as graphing, scientific, basic, etc.
- 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 _____

Student Information

SAS Student	Last Name	First name	Date ExamTaken	Proctor Initials	Date Picked Up	Instructor Initials	Proctor Initials
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