

Testing Form - Cambridge

Testing is available for students who have missed a classroom test due to illness, emergency or an excused absence. In order to make-up an exam, students **must** request permission from their instructor.

Testing Schedule: Fall/Spring

Mondays, Tuesdays, Thursdays, Fridays 8:00am-11am & 1pm-4pm

Wednesdays 12:30pm-3:30pm & 4:30pm-8pm

Student

- Complete test information and submit to instructor **24 hours** prior to the intended test date and time.
- Failure to provide your instructor with advance notice may result in your test not being ready for you.
- If you fail to arrive at the agreed upon test date and time all test materials will be returned to your instructor. You are responsible for contacting your instructor to make other testing arrangements.
- A current Photo ID will be required at check-in. You may not test without appropriate ID.

(Print) Name:

Phone:

Test Date:

Test Time:

Class Name:

Test Name/Number:

Instructor

- Complete test instructions below and attach to the test materials.
- If submitting the test electronically please include test instructions and send to:
testingservices@anokaramsey.edu

Yes No Write answers on test/scantron

Yes No Use calculator

Yes No Use scratch paper

Yes No Collect and return scratch paper

Yes No Use notes

Final date to complete test by:

Instructor's Name:

Extension:

Mailbox Location: (Circle one) **CC Faculty Suite**

LH UH Suite A Suite B Music _____

VAC _____ **Gym** _____ **Other** _____

Indicate test time allowed _____ Hour(s) _____ Minutes

Other instructions or aids allowed:

Note: If an aid is not listed as approved, the aid will not be allowed in the Testing room.

Testing Center personnel will deliver completed test materials to your mailbox. Unused exams will be returned upon your request.