Request & Instructions for Online/Hybrid Class Tests

to be administered at the ASU West Campus Testing Center – Bldg. G-101

**Email this completed form to**

**asutesting@asurams.edu**

**229.317.6735**

***Class rosters are not required.***

**\*Check your preferred *Make-Up Test***

***Procedure* at the bottom of this form.**

**Instructor**: Click here to enter text.

**Course** **Number and Name:** Click here to enter text.

**Ex. MATH 1112** **Trigonometry**

 Online [ ]  Hybrid[ ]

 **Full Term** [ ]  **A Term** [ ]  **B Term** [ ]  **Other** [ ]

 *(All sections of a course may go on one form)* (Specify)

 Test Instructions:

 **(The following instructions will be given unless other instructions are included):**

 **Login to Georgia VIEW and open the exam. >Proctor will enter password. >Time is controlled by the computer.**

1. Resources Allowed During Testing – *specify below what your students may use*

**Testing Center Scratch Paper** [ ]  **Any Calculator**[ ]  **TI 83 or 84 only**[ ]

 **Any Additional Resources or Instructions?**

1. **Tests may be scheduled Monday-Thursday. Open hours for students to begin tests are 9:30 am thru 6:30 pm. The Testing Center will stop testing at 9:00 pm on scheduled Mon-Thurs. test days.**
2. **Your Test Information: *(One Course and One Term per form)***

 **Requested Dates Test Name Password**

 ***Lowercase - NO more than 8 letters or numbers***

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**You will receive a response from Testing Staff to confirm your test dates. Check the** [**Testing Calendar**](https://www.asurams.edu/Academics/testingcenter/calendar/) **to verify that your exam dates are posted correctly.**

**\*IMPORTANT - Check your *Make-Up Test* preference.**

 [ ]  I **require** special permission for my students to take a make-up test. I will send an email to **asu****testing@asurams.edu** that will include:

**a. Student’s Name b. Date of make-up test c. Course & Test Name d. PASSWORD**

 [ ]  I **do not** require special permission for make-up tests. My students may take their make-up tests
any time that the Testing Center is proctoring Online/Hybrid course exams. My exams will be open and available.