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**](mailto: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.