**THIS COVER SHEET MUST ACCOMPANY EACH TEST FOR EACH STUDENT**

# SUNY Broome Community College

## Testing Center Request Form

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**COURSE INFORMATION / TEST INFORMATION** (TO BE COMPLETED BY INSTRUCTOR)

**Instructor's Name** _____

**Course/Section** _____ **Test day, date & time** _____

*** If test date can be altered, *last date test is to be taken*: _____

**Time Allotted for Test in Class** _____

**Special Instructions**

**Student Use of:** ____ notes ____textbook ____formula sheet (attach copy to test)

Calculator: ____basic ____scientific ____graphing ____CAS

Computer: ____Minitab ____other:_____

Other _____

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**STUDENT INFORMATION** (TO BE COMPLETED BY STUDENT)

**Student Name** _____ **Request date** _____

**Test Center** ____ LAD (Learning Assistance Department)

____ DSO (Disabilities Services Office – eligibility required)

**Accommodations requested**: (eligibility/permissions required)

____ extended time ____ reader ____ computer ____ calculator ____ scribe

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**TESTING CENTER APPOINTMENTS**

LAD (Learning Assistance Department) 778-5038
DSO (Disabilities Services Office) 778-5150

**HOURS OF OPERATION**

LAD Testing Center Room L-015
(available Fall & Spring Terms only)

| | |
|---|---|
| Monday | 8:00 AM - 4:00 PM |
| Tuesday | 8:00 AM - 6:00 PM |
| Wednesday | 8:00 AM - 6:00 PM |
| Thursday | 8:00 PM - 6:00 PM |
| Friday | 8:00 AM - 4:00 PM |

DSO Testing Center (Fall, Spring, and Summer Terms)

Monday – Friday 8:00 AM – 4:00 PM

PRINT SAVE

Office Use Only:

**TEST CENTER APPOINTMENT**

Date_____

Time_____

Office Use Only:

**TEST ADMINISTRATION**

Date_____

Starting time _____

Ending time _____

**TEST PICKUP**

Instructor _____

Picked up by _____

Date _____

Test Center Staff _____

# Using the Broome Community College Testing Center Request Form

1. Student Information

   The Request Form is initiated by the student completing the STUDENT INFORMATION section.

2. Testing Center Appointment

   Student contacts the Testing Center reception desk for an appointment. Appointment time and date is noted on the Request Form (bottom right box) by office staff, or by student if the appointment is made by phone.

3. Course Information/Test Information

   Student returns the Testing Center Request Form to the instructor. Instructor completes the COURSE INFORMATION/TEST INFORMATION section and attaches the cover sheet to tests dropped off at the Testing Center.

***Instructor is responsible for delivery and retrieval, or arrangements for, of tests taken in the Testing Center.