



Instructor Exam Admission Form

Instructor: _____

Course/Section #: _____

Test/Form #: _____

Answers To Be Recorded:

- on Scantron
- on answer sheet provided
- on test copy
- in blue book or student's own paper
- other describe: _____
- Email completed exam(s) to: _____

Material Available For Exams:

- textbook
- scratch paper
- no scratch paper
- no break(s)
- calculator: clear calculator
- notes: collect notes
- none
- other books(s): _____

▶ Students must begin exam one hour prior to closing or time allotted.

Deadline: _____ Time Allowance: _____ # of Test Copies: _____

Special Instructions: _____

Student Names or See Attached Roster

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

INSTRUCTIONS FOR TEST SCORING & REPORTING

- Test Statistics Report - 104 (Displays stats related to the overall test and each defined learning objective.)
 - Condensed Test Report - 106 (Displays a condensed statistical analysis of each question on test.)
 - Student Stats & Student Response Reports - 101 & 105 (Displays statistical data & response selections.)
 - Student Grade Report - 301 (Displays individual grade results for each student.)
 - All Reports Possible
 - Answer Key Provided
 - None
- Date Scored By: _____

Unless otherwise noted, tests will be batch processed upon **group completion**. If group batch processing is not required, an Instructor Admission Form **MUST** be completed for each student.

Instructor
Testing Center
Date



Student Log

Instructor: _____ Course/Section #: _____ Test #: _____

	Test Date	Student's Name (Print)	Seat #	Time In	Time Out	Break Time Out	Break Time In	Received By: Instructor/Secretary	Proctor Initials & Date
1									
2									
3									
4									
5									
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