

Tutoring and Testing Center Testing Services

Faculty Exam Form

(Please attach all exam materials)

Student Affairs Building, 2nd Floor ~ (954) 262-8374

TODAY'S DATE: _____ (required)

Student's Name (Printed): _____ N#: _____ Course prefix & #: _____

Instructor's Name (Printed): _____ Academic Division: _____

Instructor's E-mail: _____ Phone: _____

Date(s) exam can be taken - *at the earliest:* _____ *at the latest:* _____

Amount of time allowed for exam: _____ (If applicable, please include accommodation time)

***AIDS THAT ARE PERMISSABLE - please check all that apply:**

- | | |
|--|---|
| <input type="checkbox"/> No aids are permitted for this exam | |
| <input type="checkbox"/> Basic Calculator | <input type="checkbox"/> Scientific Calculator <input type="checkbox"/> Graphing Calculator |
| <input type="checkbox"/> Textbook(s) | <input type="checkbox"/> Notebook/Note sheet /Note cards (circle if only one is permitted) |
| <input type="checkbox"/> Laptop Computer | <input type="checkbox"/> Dictionary <input type="checkbox"/> Thesaurus |
| <input type="checkbox"/> Word processing | <input type="checkbox"/> Formula or Table Chart (Please note if this is provided by you or student) |

ANSWERS ON:

- ☐ Scantron (testing only has BLUE scantrons) ☐ Write on test ☐ Blue Book (student must bring Blue Book)

Other aids/notes: _____

Special Instructions: _____

***Cell phones and/or tablets may not be used in lieu of any aid unless specified by the faculty member.**

For questions about approved testing accommodations, please contact your academic division director.

Attention: In order to ensure the secure & timely handling of all incoming exams, please note the following:

- ⇒ All tests must be received prior to the student scheduling an appointment to take the exam, no later than 4:00 p.m. two business days prior to the exam target date.
- ⇒ An email notification will be sent to the student, with a copy sent to the faculty member, after the test has been delivered to Testing Services alerting him/her to schedule the appointment. Students are required to schedule appointments at least 24 hours in advance.
- ⇒ This form is not to be shared with students, please deliver all tests either in person to the Student Affairs Building, 2nd Floor or email to: testingservices@nova.edu with all testing materials. **Please note** that scan/emails/copies of exam materials may not always be formatted properly or completely legible when submitted electronically.
- ⇒ Faculty members are required to pick up exams no later than 3 business days after the exam deadline date, unless alternate pick-up date or electronic delivery is coordinated in advance.

Instructor initials when picking up exam: _____

Staff initials: _____

Testing Office Use Only	
TEST NUMBER: _____	
Date Taken: _____	ID Checked: <input type="checkbox"/> Staff initials: _____
Start Time: _____	Maximum End Time: _____
Actual End Time: _____	Staff initials: _____