

# GTCC Assessment Center Testing Instruction Form

**This form and a copy of the exam must be submitted a minimum of 24 hours before the first testing date.**  
Please fill a separate form out for each student **OR** if students all require the same instructions, you are welcome to fill out a single form and attach a roster of all students who will be testing.

<b>Instructor Name:</b>	<b>Date Submitted:</b>
<b>Instructor Contact Information: (Will not be provided to student)</b>	
<b>Course Name / #</b>	<b>Test #</b>
<b>Is test paper or computer based?</b> <input type="checkbox"/> Paper <input type="checkbox"/> Computer Based	
<b>Does test have password?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Password</b>
<b>TIME ALLOWED FOR IN-CLASS TESTING:</b> _____ Assessment Center will make the time adjustments as required for students with accommodations.	
<b>If test time exceeds 1 hour, are students allowed a restroom break?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of individual taking test (or provide a roster):</b>	

**First** day/time test may be taken:

**Last** day/time test must be completed by: