

SUCCESS CENTER TESTING AUTHORIZATION FORM

**FACULTY-Complete the Top Half of the Form, Attach to a Success Center Envelope, and Return to The Success Center Drop Box (A building) or Mailbox (Copy Center).
Complete the Bottom Half (Include Your Signature) and Give to the Student.**

STUDENT WILL BE REQUIRED TO PROVIDE ID FOR TESTING.

Date:	Student's Name:	Instructor's Name:	Course#:
Time Limit (must check one):		Permissible Materials (check all that apply):	
<input type="checkbox"/> 1 hour		<input type="checkbox"/> Open Book	
<input type="checkbox"/> 1 hour 30 minutes		<input type="checkbox"/> Open Notes	
<input type="checkbox"/> 2 hours		<input type="checkbox"/> Calculator (Graphing___) (Basic___)	
<input type="checkbox"/> Unlimited		<input type="checkbox"/> Formula Sheet/Memory Jogger	
<input type="checkbox"/> Other (specify)		<input type="checkbox"/> Other (specify)	
<input type="checkbox"/> Extended Testing Time (ADA)		<input type="checkbox"/> NO MATERIALS	
Date test must be completed by: _____		<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center; margin: 0;">ADA ACCOMMODATIONS</p> <p style="text-align: center; margin: 0; color: red; font-size: 1.2em;">48 HOUR NOTICE REQUIRED</p> <p style="text-align: center; margin: 0;"><input type="checkbox"/> Distraction-Free Room (ADA)</p> <p style="text-align: center; margin: 0;"><input type="checkbox"/> Test Reader (ADA)</p> </div>	

SUCCESS CENTER USE ONLY

Date received:	Completed	Return Date:
Logged by:	Not Completed	Initials:

SUCCESS CENTER MAKEUP TESTING - Student Copy



TESTING HOURS:	Monday - Thursday 9am - 4pm		
Students need to make an appointment by calling 419-267-1447 or email Success@NorthwestState.edu			
If you cannot test during these hours, please contact the Success Center Coordinator, Renee Bostelman, 419-267-1457			
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<input type="checkbox"/> Other (specify)		<input type="checkbox"/> Other (specify)	
<input type="checkbox"/> Extended Testing Time (ADA)		<input type="checkbox"/> NO MATERIALS	
Date test must be completed by: _____		Instructor signature: _____	
<p>-Bring a Photo ID to your Testing Appointment</p> <p>-Space is Limited at Busy Times during the Semester - Schedule Your Appointment Early</p>			