

COURSE INSTRUCTIONS – Fall 2010

Casper College *Academic Testing Center*

Phone 268-3850 for an appointment or

E-mail testing@caspercollege.edu

Located in the Thorson Institute of Business - BU123

Instructor's name _____

Phone _____

Email _____

Course title and number _____

___ Campus ___ Online

Exam type:

___ paper/pencil ___ Moodle other_____

Exam name(E)/ Password(P)/ Length* (L)/ Available dates (A):

E _____ P _____ L _____ (minutes) A _____ - _____

E _____ P _____ L _____ (minutes) A _____ - _____

E _____ P _____ L _____ (minutes) A _____ - _____

*** Please list the length of the exam appointment.**

This is the standard time in which you would expect most students to complete the exam: 60, 90, 120 min, not necessarily the total time allowed.

(Additional exams may be added on the back of this form or on a separate sheet.)

Instructions: (Check applicable items)

(May add additional instructions on the back of this sheet.)

___ Time limit (___ automatically timed / ___ use time stamp)

___ Calculator (type _____)

___ Notes (details _____)

___ Scratch paper (Supplied by the Academic Testing Center)

___ Collect and shred.

___ Attach to the complete paper/pen tests.