

# TEST ADMINISTRATION FORM

Clayton State University  
Disability Resource Center  
Phone: (678) 466-5445

Please complete this form in its entirety, attach to test and deliver to Student Center, Room 255.

Student Name \_\_\_\_\_  
Course and Section # \_\_\_\_\_ Instructor \_\_\_\_\_  
Instructor's Email Address \_\_\_\_\_ Instructor's Campus Ext. \_\_\_\_\_  
Instructor's Office Address \_\_\_\_\_ Test Date \_\_\_\_\_  
Approved Start Time \_\_\_\_\_  
Length of Exam in Class (hrs/mins) \_\_\_\_\_

## Please check appropriate instructions:

Item	YES	NO
Calculator	<input type="checkbox"/>	<input type="checkbox"/>
Computer	<input type="checkbox"/>	<input type="checkbox"/>
Computer w/internet connection	<input type="checkbox"/>	<input type="checkbox"/>
Dictionary	<input type="checkbox"/>	<input type="checkbox"/>
Notes	<input type="checkbox"/>	<input type="checkbox"/>
Blank scratch paper (provided by DRC)	<input type="checkbox"/>	<input type="checkbox"/>
Books, Articles, etc	<input type="checkbox"/>	<input type="checkbox"/>
Scantron	<input type="checkbox"/>	<input type="checkbox"/>
Proctored online exam	<input type="checkbox"/>	<input type="checkbox"/>

What type of calculator can be used? \_\_\_\_\_

What are the parameters for using supplemental materials? \_\_\_\_\_

Other instructions: \_\_\_\_\_

## How will the test be delivered to the DRC?

- Email to [DisabilityResourceCenter@clayton.edu](mailto:DisabilityResourceCenter@clayton.edu)
- Fax to (678) 466-5467
- Instructor or designee will deliver the exam to DRC
- Campus Mail (*may take 2-3 days; Campus Mail is not recommended*)
- Test will be administered as a proctored online exam

## How should the test be returned to you?

- Deliver hard copy
- Instructor or designee will pick up exam at DRC
- Student may return the exam in a sealed envelope
- Email or fax it to me at: \_\_\_\_\_
- Campus Mail (*may take 2-3 days; Campus Mail is not recommended*)
- Test will be a proctored online exam; results submitted online

## This form may be submitted online at:

[https://claytonstate.qualtrics.com/SE/?SID=SV\\_efdrKvkeKnkHzk8](https://claytonstate.qualtrics.com/SE/?SID=SV_efdrKvkeKnkHzk8)