

# LOUISIANA DELTA COMMUNITY COLLEGE

## Testing Form

Test times in the Study Room: *Monday 1:00, 2:00, or 3:00 p.m.*  
*Tuesday 1:00, 2:00, or 3:30 p.m. and Thursday 8:00, 9:00, or 10:00 a.m.*

### Instructions on Scheduling an Exam

**Student: Using the computer**, complete the Student Information and email the form to [adatesting@ladelta.edu](mailto:adatesting@ladelta.edu) and your professor three (3) days prior to the examination date. **SAVE THE DOCUMENT, THEN SEND IT VIA E-MAIL TO PROFESSOR.**

**Professors: Using the computer**, complete the section for Instructor Information and forward the Testing Form and Exam to [adatesting@ladelta.edu](mailto:adatesting@ladelta.edu) (1) day prior to the testing date.

**\*\*If there are any questions, please send an email to the Testing Administrator at [adatesting@ladelta.edu](mailto:adatesting@ladelta.edu)**

#### **STUDENT INFORMATION: to be completed by student:**

Student's Name: \_\_\_\_\_ LDCC ID # \_\_\_\_\_

Student's Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Course Name/Number: \_\_\_\_\_ Instructor's name/email \_\_\_\_\_

**Underline, Highlight, or Circle the Desired Time:      Specify Date:**

Monday 1:00, 2:00, or 3:00 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Tuesday 1:00, 2:00, or 3:30 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Thursday 8:00, 9:00, or 10:00 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**IF YOU EXPECT YOUR TEST TO LAST LONGER THAN AN HOUR, DO NOT CIRCLE THE LAST HOUR!**

#### **Accommodations requested:**

extended time

distraction reduced environment

no scantron

other (please specify)

#### **INSTRUCTOR INFORMATION: to be completed by instructor**

Instructor's Name: \_\_\_\_\_ Office Rm # \_\_\_\_\_

Instructor's Phone Number: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_

Day Test to Be Taken: Monday, Tuesday, or Thursday Date of Test \_\_\_\_/\_\_\_\_/\_\_\_\_

Allotted class time for the exam: \_\_\_\_\_ (i.e. 50 minutes, 75 minutes)

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

Please deliver this completed form and the exam to [adatesting@ladelta.edu](mailto:adatesting@ladelta.edu) prior to the designated exam date.

After completion, exam will be returned to the instructor via email.

Proctor \_\_\_\_\_  
Time Student Arrived \_\_\_\_:\_\_\_\_  
Time Student Began \_\_\_\_:\_\_\_\_  
Time Student Ended \_\_\_\_:\_\_\_\_

#### Office Use Only

Sent by e-mail \_\_\_\_:\_\_\_\_ Date \_\_\_\_  
On chair or slid under door \_\_\_\_:\_\_\_\_  
Handed to teacher \_\_\_\_:\_\_\_\_  
Scanned      saved to ADA