



**TUTORIAL SERVICES  
EXAMINATION COVER SHEET  
ROOM 7L07 (Library) (937)512-2792**



**Instructions:** This form must be completed and submitted along with all testing materials to the Tutorial Center.

Student Name \_\_\_\_\_

Course Number \_\_\_\_\_ Today's Date \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Office Room Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Description/Title of Test \_\_\_\_\_

Time Limit \_\_\_\_\_

**Specific Instructions:** (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Closed Book<br><input type="checkbox"/> Open Book<br><input type="checkbox"/> Use of Calculator | <input type="checkbox"/> Use of Notes<br><input type="checkbox"/> Use of Dictionary<br><input type="checkbox"/> Other (Please Specify) _____ |
|--|--|

**Answer Format:**

- |  |   |
|--|---|
| <input type="checkbox"/> On the test itself<br><input type="checkbox"/> Notebook Paper<br><input type="checkbox"/> Blue Book | <input type="checkbox"/> Scan Form<br><input type="checkbox"/> Answer Sheet Provided<br><input type="checkbox"/> Other (Please Specify) _____ |
|--|---|

**Additional/Special Instructions:** \_\_\_\_\_

**Date test must be taken by:** \_\_\_\_\_

Tests must be scheduled at least 1 week in advance and at a time to assure completion of the test within operational hours of the Tutorial Center. Test proctors will not be scheduled until students have attended the last class before the test date.

<b>HOURS:</b>			
<u>Fall, Winter, and Spring Quarters:</u>		<u>Summer Quarter:</u>	
Mon. thru Thurs.	8:00 a.m. - 8:00 p.m.	Mon. thru Thurs.	8:00 am - 6:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.	Friday	8:00 am - 5:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.		
<b><i>INTERIM HOURS VARY</i></b>			

**Date received by Tutorial Services:** \_\_\_\_\_

Completed testing materials will be:

Delivered to: Name \_\_\_\_\_ Office \_\_\_\_\_

Will pick up \_\_\_\_\_

Mailed to: Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivered by: \_\_\_\_\_ Room \_\_\_\_\_ Date \_\_\_\_\_