

# Exam Coversheet

## Math Testing Center- Wilson 1-110

*Please complete a separate coversheet for each test you submit*

Center Hours: Monday-Thursday 9-3. Closed Fridays

Instructor: \_\_\_\_\_ Course and Section Number: \_\_\_\_\_

Student: \_\_\_\_\_ (Student Photo ID will be verified when testing)

Type of Exam (Check one):  Missed Exam  Missed Quiz  Gallatin College  
 Pre-scheduled Exam  Pre-scheduled Quiz

Earliest Date/Time Student may start exam/quiz: \_\_\_\_\_

\*Note: The center is open Monday through Thursday from 9:00 am- 3:00 pm.  
Allow for enough time to complete exam before closing.

Latest Date/Time student may start exam/quiz: \_\_\_\_\_

Maximum time allowed for exam/quiz: \_\_\_\_\_

### Resources Allowed: (Check all that Apply)

Calculator:  No  Yes -  graphing  non-graphing

Notes:  No  Yes -  Collect with Exam Describe Notes: \_\_\_\_\_

Scratch Paper:  No  Yes -  Return with Exam  Destroy

Textbook:  No  Yes Title: \_\_\_\_\_

Additional Instructions: \_\_\_\_\_

Attach exam/quiz to this form and drop off in locked box mounted on wall outside the Math Testing Center at least one hour prior to student make-up time. Completed papers will be returned to your Math Department mailbox.

### Center Use:

Test Center Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_