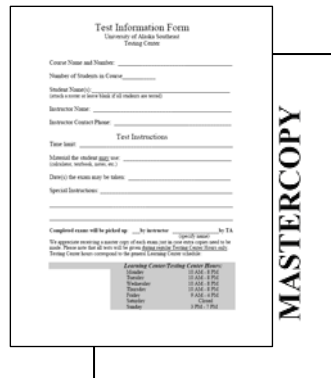


Faculty: How to Setup an Exam with the Testing Center

1.) Fill out the [Test Information](#) form, which tells us how you want your exam administered. Please paperclip this form to the front of an unstapled mastercopy of your exam.



The image shows a 'Test Information Form' from the University of Alaska Southeast Testing Center. The form includes fields for Course Title and Number, Number of Students in Course, Student Number, Date to Administer (if all students are seated), Instructor Name, Instructor Contact Phone, Test Date, Test Instructions, Material for student use, Dates for exam use, and Special Instructions. It also has a section for 'Completed exam will be picked up by' and a table for 'Exam Copy Pricing' with columns for Exam, Quantity, and Price. A large vertical label 'MASTERCOPY' is positioned to the right of the form.

2.) Staple the [Exam Coversheet](#) to every test you want us to administer. We use this to document the ID check and to register start/stop times for every student.



The image displays three identical 'EXAMINATION CERTIFICATION FORM' coversheets. Each form has fields for Instructor Name, Class, Signature, Date, Print Name, ID checked by (initials), Exam Name, Start time, and Finish time. A large vertical label 'TEST' is placed to the right of each form.

3.) Put all the exams and the mastercopy in your folder and file it in the top drawer of the testing cabinet. If you don't already have a folder, a staff member will make one for you.

4.) Write the date(s) that you want your test administered on the testing calendar, located on top of the testing cabinet.

That's all! On the date of your exam, LC staff will find your folder and bring the exams into the testing center to be administered.