

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 diagram shows a 'Test Information Form' from the University of Alaska Southeast Testing Center. It contains fields for Course Name and Number, Number of Students in Course, Student Taker(s), Date & Time of Exam, Instructor Name, Instructor Contact Phone, Test Instructions, Material for student access, Days(s) the exam may be taken, Special Instructions, and a section for Completed exam pick-up. A 'Mastercopy' of the exam is shown behind it, with the word 'MASTERCOPY' written vertically on its right side.

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 diagram shows three 'EXAMINATION CERTIFICATION FORM' documents. Each form has fields for Instructor, Class, Signature, Date, Print Name, ID checked by (initials), For listed exam, Start time, and Finish time. Each form is stapled to the front of a 'Mastercopy' of an exam, with the word 'TEST' written vertically on the right side of each mastercopy.

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.