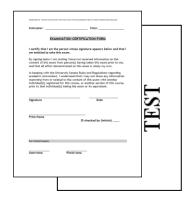
Faculty: How to Setup an Exam with the Testing Center

1.) Fill out the <u>Test Information</u> form, which tells us how you want your exam administered. Please paperclip this form to the front of an unstapled mastercopy of your exam.



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.







- 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.