

Nicholls State University
Distance Learning Test Administration
Procedure Form

Please return the completed form to the Instructor

Students taking examinations via distance learning are required to make arrangements with an authorized testing institution. These accommodations are to be communicated to the instructor of the distance learning course.

Please note the following.

- 1. The testing center / test administrator shall have computer e-mail access for the student during the examination period in the event of online communication by the instructor.**
- 2. The testing center shall have telephone** access for the student during the examination period in the event of oral communication by the instructor. Some instructors wish to speak with the student and the test administrator at the commencement of the testing period.**
- 3. The student shall present photo identification before gaining access to the examination.**
- 4. At the end of the testing period, the test shall be signed by both the student and the test administrator, and the test administrator will either fax the test to the instructor (fax number is given below) or scan and email the test to the instructor. Upon receipt from the instructor, the test administrator should either mail the original test back to the instructor or destroy it.**
- 5. At the discretion of the test administrator, unusual disruptions of the testing period shall be documented and communicated to the instructor.**

To be completed by the Instructor:

Name of Student: _____

Name of Instructor: _____

Course: _____

E-mail of Instructor: _____

Fax Number: _____

Telephone Number of Instructor: _____

Address: _____

Length of Exam: _____

To be completed by the Test Administrator:

Date of Exam: _____

Time of Exam: _____

Eastern

Central

Mountain

Pacific

Institution Administering Test: _____

Institution Website: _____

Test Administrator: _____

Department: _____

Position/Title: _____ (This will be verified)

E-mail Address: _____ (Must be available during exam)

Telephone Number: _____

**Exam Phone (if different from above): _____