# LSC-Montgomery Testing Center Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTOR TEST REFERRAL FORM

INSTRUCTOR NAME: CONTACT PHONE:

CLASS NAME/ COURSE NUMBER:

TEST NAME:

NUMBER OF TESTS:

TIME ALLOWED ON TEST: \_hour(s) minutes (leave blank if unlimited time is allowed) COMPLETE EXAM ON (Please check):

Computer

\_\_\_ Excel

Word

Other Password

Test

\_\_\_\_Blue book

Scantron

Notebook paper

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­

START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

END DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEST PICK UP DATE/TIME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALLOWED MATERIALS (please check):

\_\_\_\_\_ Nothing allowed

Calculator (please check type):

Any , 4-function \_\_\_\_ , Scientific ,Graphing \_\_\_\_

Scratch paper Return/Finish \_\_\_\_\_\_Recycle

Computer

Other

STUDENT NAMES (if you don't have a roster) or SPECIAL INSTRUCTIONS:

Are students allowed a restroom break? \_\_\_\_\_ Yes \_\_\_\_\_\_ No

# Please list your student's names in the space above OR attach a roster to this form.

# Please write your name on the top of EACH test, Include any supplementary documents (formula sheets, etc.) Testing is by appointment only and is the responsibility of the student to make.

# You may drop off your tests with this completed form at the LSC-Montgomery Testing Center MSC 220 or email the completed form, and your test to: [MC-TestingCenter@lonestar.edu](mailto:MC-TestingCenter@lonestar.edu)

**Updated 9/7/2023 Proctor Initials**