



UNIVERSITY OF ARKANSAS AT MONTICELLO-TESTING CENTER EXAM REQUEST

The University of Arkansas Monticello Testing Center, located in the Student Success Center, Second floor, Suite 201, offers a facility and the personnel to administer Exams during its regular hours of operation, Monday through Friday, 8:00 a.m. to 4:30 p.m. (unless otherwise specified/arranged). In order to provide the most efficient and consistent services to our students, the UAM Testing Center provides specific exam details related to the instructions, conditions, and dates under which examinations are to be administered.

Exams are arranged by appointment and students are expected to contact the Testing Center prior to the date which the test is to be administered to schedule an appointment. It is extremely important that all faculty utilizing the Testing Center provide timely and accurate exam information in order to assist us in finalizing the exam through the Testing Center. Please complete the following information:

University/Technical Campus: _____

Instructor's Name: _____

Course Name: _____

Number of Students enrolled in Course to take Exam: _____

Time allotted for Exam: _____

Materials allowed (If any): _____

Date Range for Exam (Test window): From _____ To _____

Passwords (if Exam is administered online): _____

Computer Based Exam: _____ **Paper and Pencil Exam:** _____

***Additional instructions (calculator, notes, diagrams, formula sheets, etc.)**

There are two options for exam administration: **computer-based and paper**. If the Exam is administered via paper and pencil, the exam can be hand delivered, mailed, or emailed to the Testing Center. All tests should be provided to the Testing Center no later than 48 hours prior to the scheduled test time. Test dates for Finals should be scheduled with the Testing Center as soon as it is determined by the faculty that the UAM Test Center will be utilized for the Exam.

Considering the Testing Center offers other exams, it is extremely important to schedule Exam dates as soon as possible so these dates can be included on the Testing calendar in advance. This information must also be relayed to the students enrolled in these classes, via syllabus and verbally so the students are aware of the dates to call to make an appointment. Please provide additional instructions if required. Also note how the exam should be returned (scan and e mail, U.S. mail, etc.)

Please note that all None UAM enrolled students are required to pay a \$20.00 exam fee, due to be paid the day the Exam is administered. This fee is payable through the UAM Cashiers Office, located in Harris Hall, Second Floor, Room 204. Upon exam fee payment, the student will be provided a receipt to bring to the Test Center staff. If the student will take multiple exams throughout any semester, there is a one-time Exam fee of \$20.00 and the fee will reduce to \$10.00 thereafter for remaining Exams. Please ensure each student is advised to bring a valid photo I.D. for test center admission and exam administration.

Faculty/Staff Signature: _____ **Date:** _____ **Contact Tel. No:** _____

Please complete this form with the required information, sign, and return to the University of Arkansas Monticello Test Center via e mail to thomasr@uamont.edu or leggett@uamont.edu or via fax at 870-460-1403. For any questions, please call 870-460-1454 during normal business hours.