HIGHLINE COLLEGE

Testing Support for Faculty

Please send or bring all tests to the Placement & Testing Center in Building 1, M/S 1-1 or email to: testingcenter@highline.edu

Please attach this form to the testing materials and return at least 24 hours in advance of students' expected arrival. Please tell students to bring picture identification.

Instructor:

Student/ SID

Day	Times	Date test is to be taken.	Do not test past this date.
Monday	**8:00 AM to 5:00 PM**		
Tuesday	**8:00 AM to 5:00 PM**		
Wednesday	**8:00 AM to 5:00 PM**		
Thursday	**8:00 AM to 5:00 PM**		
Friday	**8:00 AM to 1:00 PM**		

NOTE: Please put the expiration date in the "Do not test past this date" box.

Is this test timed?:

☐ Yes   ☐   No   Time Allowed-please include accommodated time in total

Hours:_____

Minutes:_____

Please select items the students are allowed to use:

☐ Open Book   ☐ Computer   ☐ Electronic Dictionary

☐ Notes   ☐ Dictionary

☐ Calculator   ☐ Scantron Form

Special Instructions:

How do you want the test returned?

☐   I will pick them up.

☐   Please send them to me through campus mail.

☐   Please scan and email to me.

Mailstop:

Email:

Faculty signature: _____   **Date**_____