

COLLEGE OF SOUTHERN NEVADA  
TESTING CENTER  
ACADEMIC EXAM/TEST REQUEST FORM

Campus: Charleston: <input type="checkbox"/>	North Las Vegas: <input type="checkbox"/>	Henderson: <input type="checkbox"/>
<a href="mailto:WCHTestingCenter@csn.edu">WCHTestingCenter@csn.edu</a>	<a href="mailto:NLVTestingCenter@csn.edu">NLVTestingCenter@csn.edu</a>	<a href="mailto:HendersonTestingCenter@csn.edu">HendersonTestingCenter@csn.edu</a>

Instructor (Professor):	Class:
Contact Email:	Phone:
Test Name:	Please send Class/Test Roster before the test Start Date.
Start Date:	End Date:

Exam/Test Duration (Time):

Course Type	Make up Exam (Student missed/will miss scheduled exam)
Distance Education (Online) <input type="checkbox"/> On Campus <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Due to space/budget constraints: Full Class exams are limited to Distance Education (Online Campus) Courses ONLY  
Also Due to Budget Constraints – Testing Centers cannot print Exams

Method of Returning Paper Exams    We ask that Professors add their names to Paper Exams

Email                       In-Person Pick Up

Password for Online Exams	Website (If not Canvas)
---------------------------	-------------------------

Does this test use a Scantron?                       Blue Book?

Scantrons and Blue Books Supplied by Professor or Student

Test Allowances (Default is not allowed)	YES	Notes/Comments/Specifics							
Restroom Breaks									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Calculator</td> <td style="width: 15%;">Simple <input type="checkbox"/></td> <td style="width: 15%;">Scientific <input type="checkbox"/></td> <td style="width: 15%;">Graphing <input type="checkbox"/></td> <td style="width: 30%;">Desmos/PC <input type="checkbox"/></td> </tr> </table>	Calculator	Simple <input type="checkbox"/>	Scientific <input type="checkbox"/>	Graphing <input type="checkbox"/>	Desmos/PC <input type="checkbox"/>				
Calculator	Simple <input type="checkbox"/>	Scientific <input type="checkbox"/>	Graphing <input type="checkbox"/>	Desmos/PC <input type="checkbox"/>					
Books									
Notes									
Reference Materials									
Dictionary									
Scratch Paper		Shred <input type="checkbox"/>	File * <input type="checkbox"/>	Take Home ** <input type="checkbox"/>					

\*Just so you know, the CSN Testing Centers are not equipped with logistics to help with scanning and emailing scratch papers to Instructors right after the exam.

\*\*This will allow students to take the Scratch Paper home. Not Recommended by Testing Center for Test Security reasons.

Special Instructions: