



UNIVERSITY OF ARKANSAS AT MONTICELLO-TEST CENTER
EXAM ADMINISTRATION REQUEST FORM

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).

Exams are arranged by appointment and students are expected to contact the Testing Center prior to the date the test is to be administered to schedule an appointment. It is extremely important all faculty utilizing the Testing Center provide timely and accurate exam information in order to assist in finalizing the exam through the Testing Center. This form MUST be on file before students can schedule an appointment.

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.

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 note 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 within the same semester. \*Please ensure each student is advised to bring a valid government issued photo I.D. (i.e.-Driver's License) 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 & sparrow@uamont.edu or via fax at 870-460-1926. For any questions, please call 870-460-1454 during normal business hours.