



UC East
Alternate Testing Envelope
(Single Use Only)

Faculty must complete this form and return 1 business day prior to exam to the Testing Center mailbox in Room 137 or via email at UCEastDS@uc.edu.

Student Name: _____

Course Title and Number: _____

Instructor Name: _____

CLASS Time Allotted for Quiz/Test/Exam: _____ (hours/minutes)

Student must complete quiz/test/exam by:

Date _____ Time _____

Student May Use (Please Circle):

- Textbook, Notes, Dictionary, Calculator, Formulas, Other _____

Note: Only an item that is circled will be allowed into the Testing Center. If an item is left un-circled, it will be assumed that it is NOT allowed.

Special Instructions:

Three horizontal lines for special instructions.

Method of Test Return: (*If no method selected, test returned to faculty mailbox)

- Return to faculty mailbox
Student delivers in sealed envelope to my: [] Mailbox [] Class
Instructor Picks Up
Other: _____

FOR TESTING CENTER STAFF ONLY

Time Student Started Exam: _____ Projected Finish Time: _____
Time Student Finished Exam: _____ Exam Returned By: _____