

IUE Testing Center



(Scheduled time slots only)

Available for Online Course Testing

<b>Cover Sheet for Testing Center Exams Instructions</b>
<ul style="list-style-type: none"> <li>• Please fill out this cover sheet when sending a test to the Testing Center.</li> <li>• Please send a test for each student.</li> <li>• Please attach a class roster to the cover sheet.</li> <li>• Completed tests will be mailed back to the instructor (campus mail when applicable) unless otherwise specified.</li> </ul>

**Note to Instructors:** Please advise your students of all exam instructions provided below.

Instructor Name
Email address
Phone # where you can be reached during exam times
Course Title
Exam Description
Start/End Dates that student(s) may take test
If paper exam, # of pages in exam
Note: the instructor is required to provide The Testing Center with copies for each student)

Is this exam to be taken ONLINE?	Is the exam Oncourse?
Additional instructions for online exams:	
<b>Testing Instructions for Administering Exam</b>	

<b>Open Book?</b>	<b>Open Notes?</b>	<b>Programmable Calculator</b>
<b>Regular Calculator</b>	<b>Scratch Paper</b>	<b>Table Charts?</b>
<b>Computer Use</b>	<b>Time Limit</b>	<b>Page of Notes</b>

Deliver tests, Cover Sheets, and Rosters to: Indiana University East

Testing Center—RW202 E

2325 Chester Blvd

Richmond IN 47374