



Test Information Form
Phone: 443-518-1200, opt. 5
Faculty Line: 443-518-3265
RCF-359 & RCF-366
Email: testcenter@howardcc.edu
Student Appointments: www.registerblast.com/howardcc

Instructions: Fill out the required form items. Proofread your form before submitting. Deliver all testing materials 48-72 hours prior to the first date of administration. Remember, tests cannot be delivered by students or via interoffice mail per College Policy.

Instructor and Test Information

Instructor's Last Name:	Test Name:
Instructor's First Name:	First Date of Administration:
Instructor's Phone Number:	Last Date of Administration:
Instructor's Email:	Time Limit:
Course Number:	Check for accommodations:

Mailbox Location:
(select only 1)

DH	KC	AC	HVPA	KHH	BET	HS	HOLD (at TC for pickup)
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Student Information. Note: Maximum Number of Students is TWELVE. Please include first and last names.

Student Name	Date Tested	Student Name	Date Tested
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____

Testing Materials and Privileges

Paper Based Tests

Testing Materials

Computer Based Tests

Directly on Exam

NO MATERIALS ALLOWED

Calculator (select type below):

Canvas

MyMathLab

Answer Sheet/Scantron

Test Center Scrap Paper

Exemplify

ATI

Blue Book

Dictionary

Notes/Index Card

MyAcctLab

Microsoft Word

Textbook

PASSWORD:

Additional Instructions:

TEST CENTER USE ONLY

Received: #Test: _____ By: _____ Date: _____ Total Tests Administered: _____ By: _____ Return Date: _____

Revised: 09/05/2025