



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)

**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: \_\_\_\_\_