Test Scheduling Form
Phone: (804) 289-8639
Email form to: testingcenter@richmond.edu

Please note:
- A Test Scheduling Form needs to be received in the ATC at least 3 business days before a quiz/test/exam.
- Quiz/Test/Exam materials should be delivered to the ATC a minimum of 1 full business day prior to student’s exam.
- Tests are administered Monday through Friday, 8:30 a.m. - 5 p.m. (Tests must be scheduled to finish by 5 p.m., except for finals)

Student Name: ___________________________________________  Student UR ID#: ________________________________
Course Subject/# (ex: ENGL 200): _____________________________ Instr. Name: ___________________________________
Instructor’s Contact info during exams: Ph: ______________________ Instr. Email: ___________________________________

Test Type (Check all that apply):  
☐ Make-up for approved UR-sponsored athletic events  
☐ Make-up for approved UR-sponsored non-athletic events  
☐ Study Abroad Proctor  
☐ Accommodated (Please include student’s DAN if we don’t already have it on file)

Exam Details/Specifications: Student is permitted to bring and/or use the following (please check at least one):
☐ NONE  
☐ Textbook/Open Book(s) (specify book titles) ____________________________________________
☐ Notes  
☐ Calculator (specify type) ____________________________________________
☐ Chem Model  
☐ Class or Exam Related Software ____________________________________________
☐ Computer (refer to ** below)  
☐ Audio Clip  
☐ Blue Book / Scratch Paper  
☐ Video Clip  
☐ Other items allowed or additional instructions (including if materials are allowed during some exams but not others)
____________________________________________________________________________________________________
____________________________________________________________________________________________________

** The Academic Testing Center does not have computers available for student use; students must use their own computer and are required to abide by the Honor Code.

<table>
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<tr>
<th>Exam #</th>
<th>Exam Day/Date Requested (e.g. Fri, Jul 9)</th>
<th>Exam Start Time</th>
<th>Amount of Time Class Receives for Exam* (*Do not add DAN time here - ATC will adjust time)</th>
<th># of minutes class can come early or stay late for exam (if permitted)</th>
<th>Exam Print Instructions: * Front/Back or Single * B &amp; W or Color</th>
<th>Delivery of Completed Exam: * Pick up at ATC * Email * Campus Mail (circle at least one)</th>
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Instructor Signature: __________________________________________________________________________ Date: ______________________

ATC OFFICE USE ONLY

SCHEDULED: Date: __________  Test Start Time: ____________  Test End Time: ____________  Time allowed: ____________


Exam emailed / mailed by (circle one): ________________  Exam picked up by: __________________________________________________________________________

initial and date  sign and date

2/18/2020