



# ACADEMIC ACHIEVEMENT CENTER Testing Service Request Form

**Note to Instructor:** Please deliver the exam and this completed form to the AAC at least two hours prior to the appointment time made by the student. Thank you for your cooperation.

Student Name: \_\_\_\_\_ Student No: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Semester: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

**HOW MATERIALS WILL BE SUBMITTED TO THE AAC:**

- In Person
- Electronically
- Campus Mail
- Other \_\_\_\_\_

**PROCTORING INSTRUCTIONS:**

Please check the items the student **IS ALLOWED** when taking the test. If you do not check any boxes, we will not allow the student to use **any** of the following items, including a calculator. Please refer to the student's accommodations memo when choosing the proctoring instructions.

- Dictionary
- Formula Sheet
- Open Book
- May Take Breaks
- Calculator
- Notes
- Scrap Paper
- Special Comments \_\_\_\_\_

The test may be proctored by the AAC student assistant:  Yes  No  
Standard time limit for this exam in your class? \_\_\_\_\_

**METHOD OF RETURNING THE TEST:**

- The AAC will deliver the test to the instructor's department mailbox. **Department Location** \_\_\_\_\_
- The instructor will pick up the test from the AAC.
- The student will return the test to the instructor. **Department Location** \_\_\_\_\_

If there is a question about the test, the proctor may contact the professor:  Yes  No

Cell Phone: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to:  
Academic Achievement Center  
Taubman Center, C201  
Email: aac@ltu.edu  
Phone: 248. 204.4120

Gladys Aviles, Coordinator  
Phone: 248.204.4123  
gaviles@ltu.edu

**FOR AAC USE ONLY:**

Date Administered: \_\_\_\_\_ By: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Delivered: \_\_\_\_\_

Date Time

Delivered by: \_\_\_\_\_ Received by: \_\_\_\_\_