By submitting exams you agree to all rules and procedures of the BTC in addition to the following.

General Information By submitting this form you agree to all policies of the BTC.

Please inform all testers of; BTC rules and polices, operational hours, their allowed exam aids, and exam location. Testers must also have their valid physical Fresno State student ID card at time of check-in.

Exam Set-Up All exams must provide 1 copy for each tester (NO RECYCLING EXAM BOOKLETS).

Exams, set-up sheets, & all related testing materials must be submitted before 2^{pm} of the prior work day the exam is set to begin. Materials may be dropped off at earliest convenience. Same day drop offs will NOT be accepted. Exams received after 2^{pm} will be available two full work days later.

If an exam is submitted after 12^{pm} on say the 21st, the exam then would start the 23rd BTC scheduling permitting.

- Exams must be a minimum of 2 consecutive academic days for exams with more than 40 testers.
- Exam dates are given priority based on submittal time of a BTC "Scheduling Form." Exam dates may be scheduled indefinitely into the future.
- Exams will not be graded by the BTC if a tester uses; their own Scantron, bluebook, or an exclusively write on exam. The BTC will only provide Scantrons for full-class exams.
- The BTC will only print a maximum of 40 combined pages per make-up exam, and will not print copies for full class exams.
- Unless stated otherwise, all exams are defaulted; 2 hours, no aides, write-on.
- Make-up and early take exams require full name and ID # for each expected tester.

Full Class Answer Keys All questions are assumed 1 point each unless otherwise stated.

- Blank BTC Scantron answer keys may be picked up at our department office in UC 201.
- Use number 2 pencils ONLY. Do not skip any numbers on the answer key and fill out 1 bubble per question.

Exam Pick-Ups The BTC does NOT return exams via campus mail.

- Exams must be picked up with a valid photo ID by the exam creator or a pre-designated person.
- Scores & materials will be ready for pickup 2 work days after the exam end date. (Exams that ends 21st may be picked up the morning of the 23rd.) Excel score reports are automatically sent when grading is complete.

Finals Week Final exams may only end on the week of finals.

- Exams, setup sheets, and all related testing materials **must** be submitted before 2^{pm} of the Wednesday before finals (the last day of instruction).
- Classes where the final exam falls on a Monday or Tuesday on the campus schedule, must be scheduled to end Monday and Tuesday only. Classes where the final exam falls on Wednesday or Thursday on the campus schedule, must be scheduled to end Wednesday and Thursday only.
- No exams may be scheduled for the Friday of finals week.
- All exams dropped off during the week of finals will begin the following Monday.
- Scores & materials will be ready for pick-up the Monday after finals week.

Abandoned Exams

Exam creators will be contacted 4 weeks from the final exam end date regarding material pick-ups. After 5 weeks of no communication or prior arrangement from the final exam end date, all materials will be assumed not necessary. Related departments will be contacted about securely shredding all materials.

FRESNO STATE
Bulldog Testing Center

Exam Owner(s) Full Name
BY SUBMITTING THIS FORM YOU AGREE TO ALL RULES AND PROCEDURES OF THE BTC.

E-MAIL:	PHONE:

Exam Information All exam pickups at UC 201

☐ FULL CLASS BTC provides Scantrons	☐ MAKE-UP/EARLY Tester provides Scantrons	☐ COMPUTER BASED EXAM USE OF BTC COMPUTERS ONLY	(WRITE PASSWORD HERE)

COURSE NAME "BIO 101, MATH 75, CFS Dept"	TIME ALLOWED 2 Hour/120 Minute Max	:MIN
EXAM TITLE "Exam 1,Quiz, Pre-Survey"	TOTAL TESTERS 450 Exam Maximum	X

START DATE	END DATE	MAKE-UP END DATE

Exam Aides Please check all boxes that apply.

☐ No Aides (NA)	☐ Any Calculator (AC)
☐ Tester Provides _____ Scantron Creator Graded	☐ Non-Programmable/Scientific Calculators (NP)
☐ Open Notes (ON)	☐ Blue Book (BB)
☐ Open Textbook (OT)	☐ Index Card(s) (5"x8") Cardstock ONLY, 2 Maximum

Full Class Options Score, Percent, & Question Missed (Score report default)

☐ Shred Test Copies After Final End Date	☐ Score, & Percent Only
☐ Shred Scantrons After Final End Date	☐ Score, Percent, Questions Missed, & Correct Answers

Special Instructions Contingent on BTC Staff Approval (SI)

Make-up Early Take Exams: all students will be accepted unless full name and ID # provided in advance. ☐