

Please inform your students of BTC rules, policies, testing hours, exam aids, and location. Testers must have their Fresno State student ID card at the time of check-in. In addition, students that are sick or feel unwell may not test at the BTC until they pass Fresno State's Daily Screening Tool. Online or Virtual courses (DGT CAMP, VRT SYNC, VRT ASYN) may test at the BTC, **HOWEVER** students are allowed to decline in-person examination. Students that decline for any reason must be allowed alternate accommodation.

Exam Set-Up All exams must provide 1 copy for each tester.

Exams may be scheduled indefinitely into the future and are prioritized based on submittal date. Exams, set-up sheets, & all testing materials must be submitted before 2^{pm} the prior workday the exam is scheduled to begin. Same day drop-offs will NOT be accepted. Exams received after 2^{pm} must begin two workdays later. (Example: Submittals after 2^{pm} Friday would start Tuesday - scheduling permitting) Exams with 40+ testers must be offered over 2 or more consecutive academic days.

- The BTC will provide/grade Scantrons for full-class exams. Non-BTC Scantrons, bluebooks, and write-on exams will not be graded by the BTC.
- The BTC will print a max of 40 combined pages per exam (Full Class exams will not be printed).
- Exam Defaults: 2 hours, no aides, write-on.
- Make-Up and Early-Take exams – All students will be accepted unless Full Name and ID# is provided.

Full-Class Answer Keys BTC Scantrons may be picked up in UC 201.

- #2 pencils ONLY - Do not skip any numbers - 1 bubble per question.
- Key default: Questions are 1 point each unless otherwise stated.

Exam Pick-Ups Exams will **NOT** be delivered via campus mail.

Exams will be ready for pickup 2 workdays after the exam's end date. (Example: exams ending Friday may be picked up Tuesday) Score Reports are automatically sent to instructors when the exam and materials are ready for pickup. After 5 weeks of no communication or prior arrangement departments may be contacted. Materials will be stored intermediately per CSU Records Retention guidelines § 4.2.20.

- Exams must be picked up with a valid photo ID by the instructor or a pre-approved person.

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

Exams, setup sheets, and all testing materials must be submitted before 2^{pm} the Wednesday before finals (last day of instruction). Same day drop-offs will NOT be accepted. Final exams must be offered for 3 or more consecutive academic days.

- Finals that fall on Monday or Tuesday on the campus schedule must end Monday and Tuesday. Finals that fall on Wednesday or Thursday must be scheduled to end Wednesday and Thursday.
- The BTC is closed on Friday of Finals week - No exams may be scheduled.
- Exams and Make-ups 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.

Instructor(s) Full Name By submitting this form, you agree to all BTC rules & procedures.

E-MAIL: _____ **PHONE:** _____



Exam Information All Exam Pickups at UC 201

(8, 11, 16) v4.7

<input type="checkbox"/> FULL CLASS BTC Provides Scantrons	<input type="checkbox"/> MAKE-UP/EARLY Tester Provides Scantron	<input type="checkbox"/> DEPARTMENT EXAM BTC Provides Scantrons	(Department Name Here)
COURSE NAME "BIO 101, MATH 75, CFS Dept" X		TIME ALLOWED 120 Min. Max (Default) :MIN	
EXAM TITLE "Exam 1, Quiz, Pre-Survey" X		TOTAL TESTERS 200 Exam Maximum X	
START DATE	END DATE	MAKE-UP END DATE	

Instructor Graded Materials Tester Provides

<input type="checkbox"/> Scantron	Circle One (Other Write-In)
882-E · 815-E · 886-E · 888-E	<input type="checkbox"/> Blue Book

Exam Aides No Aides (Default)

<input type="checkbox"/> Non-Programmable/Scientific Calculator
<input type="checkbox"/> Any Calculator
<input type="checkbox"/> 5x8 Index Card(s) _____ <small>Handwritten, 2 Max Collected and Shredded</small>
<input type="checkbox"/> Open Notes _____ <small>Print or Handwritten After Testing Student Keeps</small>
<input type="checkbox"/> Open Textbook

Full Class Options

Score, Percent, & Questions Missed (Default)

<input type="checkbox"/> Score, & Percent Only
<input type="checkbox"/> Score, Percent, Questions Missed, & Correct Answers
<input type="checkbox"/> Staple Scantron and Exam Together
<input type="checkbox"/> Shred Exam Booklets After Final End Date

Special Instructions Contingent on BTC Staff Approval

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

Received by: _____		Date: _____		Estimated Books: _____		Updated Schedule: _____				
OFFICE USE	Operation 1 st _____ 2 nd _____	Key Check 1 st _____ 2 nd _____	Covers _____	Folders _____	Tabs _____					
	Printed Reports _____	Used Tests 1 st _____ 2 nd _____	Total Books _____	1 st _____	2 nd _____					
	Flagged Exams _____	Excel Sent _____ Emailed _____	Shredded _____	Added to BTC #'s 1 st _____	2 nd _____					
SSD USE	Initial _____	Date _____	SP <input type="checkbox"/>	Book# _____	Testers ID# _____	SSD Employee - Print Name, Initial _____	Date Returned _____			
	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____			
	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____			
	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____			
	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____			
Special-SI	Scantron-8A/	Blue Book-BB	No Aides-NA	Scientific-NP	Calculator-AC	Index Cards-58	Open Notes-ON	Textbook-OT	Time (Min)	Make-Up Code

PICKED-UP BY: _____
BTC DATE: _____