

PART A: STUDENT RESPONSIBILITY

Download this form from the Bakersfield College website (Assessment Center link), complete Part A and take the form to your instructor so she/he can complete Part B. Then, take the completed form to the Assessment Center at least three days before the test or one week before the first test if the form is for the entire term.

Name: _____ Student ID: _____
 Email: _____ Phone: _____
 Course: _____ Class Days/Time: _____ Instructor: _____

Part B: INSTRUCTOR RESPONSIBILITY

Instructor's Name: _____ Phone: _____

Signature: _____ Office: _____ Date: _____

Name/Title of test: _____ Amount of regular class time allotted for test(s): _____

Test Delivery Method: (please check) _____ Last date student may take test(s): _____

- Instructor will deliver to Testing Accommodations (approximate day and time): _____
- Instructor will send via email to accomdesk@bakersfieldcollege.edu
- Student will carry
- This form is to be used for all tests during the current term
- Other _____

Is Alternative Media Required? No
 Yes

Submit electronic copy of exam to tguerra@bakersfieldcollege.edu at least two weeks before test date.

Please check if appropriate:

- Open Book
- Open Notes
- Other Special Instructions (please explain below)

Special Instructions: _____

Return Method:

- Student will return in sealed envelope
- Instructor/designee will pick up: _____
(Name of designee)

Note To Instructor

Please make and retain a copy of this form. Send student with complete form to Assessment Center to schedule appointment.

Office Use Only

Test Received: _____ Test Taken: _____ Picked Up By: _____ Date: _____
 Other: _____

