

MISSISSIPPI UNIVERSITY FOR WOMEN
STUDENT SUCCESS CENTER

Return to: ada@muw.edu
Reneau Hall, Room 102
(662)329-7138

Test Routing Form

Students should schedule his or her test with the Student Success Center at least 5 days prior to day of test. The test routing form should be received by the instructor at least 5 days prior to day of test. Accommodations provided for the student will be those specified on the Accommodation Plan.

Section I: To be completed by Student

Student's Name: _____ ID#: _____

Course Name: _____ Section: _____ Day/Time of Course: _____

Scheduled Test Information:

Date: _____ Time: _____ Authorized by: _____
(SSC STAFF)

Section II: To be completed by the Professor

_____ I approve the above scheduled date and time for the test requested.

_____ I do not approve the above scheduled date and time for test requested.

Allotted time (regular test for all students): _____

Aids allowed during test for all students:

none calculator open notes dictionary scrap paper other _____

Professor's signature: _____

Phone: _____ Email: _____

Additional instructions: _____

Routing Options:

Return this form with the test by one of the following means (please check one):

- delivered to room 102 Reneau Hall as paper copy
- mailed to Student Success Center at Box W-1633 for pick up by 12:00 noon the day before the test
- send as attachment by e-mail to: ada@muw.edu 24 hours prior to the test
- student to pick up test and bring to Student Success Center in a sealed envelope
- online test

Indicate how the test is to be returned (please check one):

- hold test at Reneau 102 for pick up by professor
- return by campus mail to W-box _____ the day of the test.
- send as attachment by e-mail to instructor's email address noted above.
- online test

Section III: To be completed by Student Success Center Staff

Time started test _____ Time finished test _____

Proctor signature _____ Student signature _____