# TESTING CENTER ROSTER INSTRUCTIONS

**The purpose of the roster is to be a simple method of:**

- providing Testing Center staff with the list of students you wish to have tested
- providing Testing Center staff with details specific to your exam
- a method of tracking the administration of your exams



The top portion of the roster is intended for information specific to the exam it is accompanying. This would include unique details such as "no scratch paper" or "only non-graphing calculators allowed".

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The rest of the roster is for student information. This information needs to be entered only once per course. After that, only exam specific changes need to be made before printing new rosters for future exams.

Please note any special accommodations for individual students (such as extended time) on the *Note:* line.

The spaces below the Student name:/Note: line are for Testing Center use only.

**Step one:** Fill out the top portion of the roster.

**Step two:** Add student names (even if only one student) and any special accommodations.

**Step three:** Print the roster and attach any additional instructions on a separate sheet.

**Step four:** Send the roster to the Testing Center via campus mail either with your exams or with a note explaining that the exams will be arriving separately from the Copy Center.

**Step six:** Contact the testing center by phone or email with any changes or additions.

**Step five:** The roster will be returned to you once all accompanying exams have been completed or once the exam has closed unless you specify otherwise.

*Thank you for be being thorough and timely with your rosters!*