

TEST COVER SHEET

This completed form is required in order to use the Barret Library Check-Out Desk for test distribution.

For Faculty:

- Place test in a **sealed envelope** and **sign across the seal**.
- **Attach this form to the outside** of envelope and **complete Part I**.
- Deliver test envelope to Check-Out Desk **24 hours prior** to scheduled test.
- Pick up completed test envelope within **one business day** after the testing session has been completed.

For Students:

- Proceed immediately to **Testing Room (303 Barret Library)** to take test.
- Return this **form, original envelope, and completed test** to the Check-Out Desk immediately upon completion.
- Once Check-Out Desk staff place completed exam in a new envelope, **sign your name across the seal**. *Note: Student ID is required for test check in/out.*

I. BASIC INFORMATION (to be completed by Faculty)

Student Name: _____ Professor Name: _____
Course #: _____

II. TEST ADMINISTRATION (to be completed by Check-Out Desk Staff)

Time student checked out test Date _____ Time _____
Time student returned test Date _____ Time _____

Comments: _____

