

# Del Mar College

Semester & Year: \_\_\_\_\_

## Distance Learning Testing- Instructor Form

(one form per class)

<b>Faculty's Name</b>		<b>Office Phone</b>		<b>Emergency phone</b>			
<b>Class and Course Number:</b>		<b>Email Address</b>		<b>Total count of students</b>			
(all exams) Online _____ (midterm/final) Classroom _____							
Identify the programs required for exams, by inserting an <b>X</b> →		Canvas _____	Office 2010 _____	MS Word	Access	Other:	
		Math Lab _____	Office _____				
		Paper Exam _____	Office _____				
For Written Exams, list the number of exams you are providing. →		<b>Count of Written Exams</b>					
<b>List all test dates place an X on the exam(s) that apply and provide all information.</b>							
List Exam(s) and <u>Final</u> ↓	Written Exam(s)	Mathlab/ Canvas Exam(s)	Date(s) ↓	Make-up Date(s) ↓	Password(s) ↓	Time Limit	Other:

Provide instructions on allowable materials or aids a student may use during testing.  
(Place an X on all that apply).

List Exam(s) ↓	Nothing	Textbook or *book(s)	Scratch paper How many	Notes/ # of Pages	Calculator & <b>type</b>	Dictionary	Thesaurus	Electronic Dictionary or translator	Other:

\*Book(s) indicate title(s) \_\_\_\_\_

**Special Instructions:**

\_\_\_\_\_  
 Instructor's Signature

\_\_\_\_\_  
 Date

Please turn in this form as early as possible by email [testing@delmar.edu](mailto:testing@delmar.edu) or fax 361-698-2219.