

ADDRAN TESTING CENTER REGISTRATION FORM  
SPRING 2020

Instructors should fill out this form, print and submit it along with testing materials to their department Administrative Assistant. All materials must be submitted at least 2 business days before the scheduled exam time.

Student Name \_\_\_\_\_ Course Prefix & No. \_\_\_\_\_

Student ID \_\_\_\_\_ Instructor Name \_\_\_\_\_

Date of exam \_\_\_\_\_ Start Time (must begin on hour) \_\_\_\_\_

Time allowed for the exam \_\_\_\_\_

Will you be available for consulting by the proctor, should the student have a question? (If yes, please include email or phone number here \_\_\_\_\_)

Reason for using the Testing Center (disability accommodations, official absence, etc). This information will remain confidential and is only being collected to evaluate our testing center needs.

- ADA accommodation
- Official TCU Absence (Notice from Campus Life Dean's Office – athletics, band, etc.)
- Other: \_\_\_\_\_

Student is permitted to use (check all that apply):

- Notes
- Textbook(s)
- Calculator (must be provided by instructor or student)
- AddRan laptop      Student Laptop
- AddRan headset

Special instructions for the student:

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TESTING CENTER HOURS - Exams **must begin on the hour** in **SCHARBAUER HALL, ROOM 4015**.  
Students must bring their TCU ID.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<input type="checkbox"/> 9:00 am	<input type="checkbox"/> 9:00 am	<input type="checkbox"/> 9:00 am	<input type="checkbox"/> 9:00 am	<input type="checkbox"/> 9:00 am
<input type="checkbox"/> 10:00 am	<input type="checkbox"/> 10:00 am	<input type="checkbox"/> 10:00 am	<input type="checkbox"/> 10:00 am	<input type="checkbox"/> 10:00 am
<input type="checkbox"/> 11:00 am	<input type="checkbox"/> 11:00 am	<input type="checkbox"/> 11:00 am	<input type="checkbox"/> 11:00 am	<input type="checkbox"/> 11:00 am
<input type="checkbox"/> 12:00 pm	<input type="checkbox"/> 12:00 pm	<input type="checkbox"/> 12:00 pm	<input type="checkbox"/> 12:00 pm	<input type="checkbox"/> 12:00 pm
<input type="checkbox"/> 1:00 pm	<input type="checkbox"/> 1:00 pm	<input type="checkbox"/> 1:00 pm	<input type="checkbox"/> 1:00 pm	Center closes at 1pm
<input type="checkbox"/> 2:00 pm	<input type="checkbox"/> 2:00 pm	<input type="checkbox"/> 2:00 pm	<input type="checkbox"/> 2:00 pm	
<input type="checkbox"/> 3:00 pm	<input type="checkbox"/> 3:00 pm	<input type="checkbox"/> 3:00 pm	<input type="checkbox"/> 3:00 pm	
Center closes at 4pm	Center closes at 4pm	Center Closes at 4pm	Center closes at 4pm	