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| **Whatcom Community College Testing Referral Sheet** |
| General instructions to be used for: [ ]  Accommodated [ ]  Make up [ ]  Full Class - **include roster** |

**Please have your name on every test.** Test will not be administered in the Testing Center unless complete instructions are available to the proctor. Please check boxes for an affirmative response. Students **MUST** have picture ID available before being issued a test. It is the student’s responsibility to know the Testing Center hours and allow enough time to complete their test. ***Please note that all untaken exams will be disposed of at the end of the quarter***

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| Instructor Name: |  | Date Submitted:       |
| \*Student Name: |       | Course/Exam:       |
| **\*For a class – please write student’s name on exam or provide a copy of the roster and note anyone’s accommodation time**  |
| Date to be taken by/on:       **Time Limit:**      **( Circle )** |
| **Notes Allowed: No**  [ ]  3x5 card [ ]  8.5x11 [ ]  Both Sides [ ]  Number of cards/sheets:       **Collect notes** [ ]  |
| Textbook Allowed: [ ]  Other information:        |
| Calculator Allowed: **No** [ ]  Basic [ ]  Graphing [ ]  Scientific [ ]  Other        |
| Computer Allowed: [ ]  Programs: Word [ ]  Excel [ ]  canvas [ ]  Other      |
| **Breaks Allowed:** None [ ] Restroom Only [ ]  |
| **Hold** completed test for pick up [ ]  **Mail back** completed test to me in building       |
| Staff use: Time in End time Seat  |

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