

Office Use Only

STOP @ \_\_\_\_\_ Rm # \_\_\_\_\_

Date Taken: \_\_\_\_\_ Reported in Navigate

BEGIN Time \_\_\_\_\_ (Initials) \_\_\_\_\_ END Time \_\_\_\_\_ (Initials) \_\_\_\_\_

Phones, smartwatches, and other electronics are not permitted in testing room

## Request for Alternative Testing

(Non-Disability Students)  
Great Bay Community College

### CAPS Hours

Monday - Wednesday 8:00a to 5:00p  
Thursday 8:00a to 7:00p  
Friday 8:00a to 4:00p  
Closed Weekends and School Holidays

This form must be filled out by the faculty and submitted **with the test.**

STUDENT NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

DATE & TIME OF TEST: \_\_\_\_\_ DATE & TIME TEST MUST BE COMPLETED BY: \_\_\_\_\_

TIME ALLOWED: \_\_\_\_\_

FACULTY NAME: \_\_\_\_\_ COURSE: \_\_\_\_\_ MAILBOX LOCATION: \_\_\_\_\_  
(Print)

#### I APPROVE THE USE OF:

CALCULATOR:  ANY  BASIC  GRAPHING  SCIENTIFIC  NO CALCULATOR

BOOKS:  YES  NO SPECIFY: \_\_\_\_\_

NOTES:  YES  NO SPECIFY: \_\_\_\_\_

INTERNET:  YES  NO SPECIFY: \_\_\_\_\_

OTHER: \_\_\_\_\_

#### Additional instructions or comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty signature: \_\_\_\_\_

**\*\*\* DISCLAIMER: Proctors will routinely check on testers, but will not physically \*\*\*  
sit in the testing room unless prearranged by faculty or an administrator.**

Faculty are to deliver tests to the Center for Academic Planning and Support's (CAPS) mailbox on or before the date and time specified. Upon completion, exams will be returned to the faculty in a sealed envelope by a CAPS staff member. If a student does not show up to take a test at the prearranged time, it will be the responsibility of the faculty to handle the subsequent testing arrangements. Tests not taken during the prearranged time will be returned to the faculty.

*CAPS personnel may come into the testing room to monitor activities at any time. If we find any evidence of cheating, the exam will be stopped, the faculty member will be notified immediately, materials will be confiscated, and the matter will be turned over to the faculty member for further investigation.*