



### Online Course Exam Request Form

**Instructors:** Please complete this form and submit it via email to [esue-testing@osu.edu](mailto:esue-testing@osu.edu).  
**Students:** This form must be completed and submitted by course instructors only.  
Appointments are available here: [testing.osu.edu](http://testing.osu.edu) under Online Course Exams

**REQUESTER INFORMATION:**

Faculty Name: \_\_\_\_\_ Dot#: \_\_\_\_\_  
Phone: \_\_\_\_\_ Campus Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT INFORMATION:** Please include a list of students in your course.

**EXAM INFORMATION:**

Course Number	Course Title	Exam Name (ex: Exam 1, FINAL, etc....)	Testing Window (Students may schedule between these dates)	Duration of Exam	Password
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

<b>Student should respond on:</b>		<b>Approved exam aides (check all that apply)</b>	
<input type="checkbox"/> Exam	<input type="checkbox"/> Scantron	<input type="checkbox"/> Ruled Paper	<input type="checkbox"/> Computer
Send instructions with this form		<input type="checkbox"/> NONE	<input type="checkbox"/> Textbook
		<input type="checkbox"/> Notes	<input type="checkbox"/> Calculator:
		Type _____	Aide _____
		<input type="checkbox"/> Drawing / Graphing Tools	<input type="checkbox"/> Scratch Paper
		<b>IF THIS BOX IS NOT CHECKED, WE WILL NOT ALLOW USE OF SCRATCH PAPER</b>	
		<input type="checkbox"/> Other:	

<b>Exam Drop-Off Options</b>		<b>Exam Pick-Up Options</b>	
<input type="checkbox"/> TA / Faculty:	Name _____	<input type="checkbox"/> TA / Faculty:	Name _____
<input type="checkbox"/> Other Person:	Name _____	<input type="checkbox"/> Other Person:	Name _____
<input type="checkbox"/> E-Mail		<input type="checkbox"/> E-Mail	
<input type="checkbox"/> Other (with Testing Center approval):		<input type="checkbox"/> Other (with Testing Center approval):	
Method _____		Method _____	