Notification must be given to the Office of Testing Services at least 14 business days in advance and be provided with specific instructions and sufficient copies of their Exam prior to test administration. Please submit form to testing@atlm.edu. Please also include an attachment with a list of eligible students who will be taking the exam.

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:_________________________</td>
<td>Email:_________________________</td>
</tr>
<tr>
<td>Phone:_________________________</td>
<td>Office/ Room #:_________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name &amp; CRN #:_________________</td>
<td>Semester:_________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXAM INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam type (e.g. midterm, Final Exam)_____________________________</td>
<td></td>
</tr>
<tr>
<td>(Option 1) Test date &amp; time:_____________________________</td>
<td>Time limit:____</td>
</tr>
<tr>
<td>(Option 2) Test date &amp; time:_____________________________</td>
<td>Time limit:____</td>
</tr>
<tr>
<td>Number of students:_________________</td>
<td>Number of tests:____</td>
</tr>
</tbody>
</table>

Allowed Materials (please check all that apply):

___ Textbook ______ Dictionary ______ Thesaurus ______ Notes

___ Basic calculator ______ Scientific calculator ______ Graphing calculator

___ Other (e.g. formula sheets)_________________ ______ No materials allowed

Answer Format:

___ Write answers on exam ______ Essay Booklet ______ Answer Sheet provided

___ Scantron ______ Other (Please specify)_________________

Special Instructions:

_____________________________________________________________________________
_____________________________________________________________________________

Instructor Signature:_________________________ Date:___________

Signature-Testing Department:____________________ Date Received:__________

Attention: Instructors please pick up your exam at least 1-2 days after test administration. Please inform all examinees that Photo Identification (with recent photo) is required.