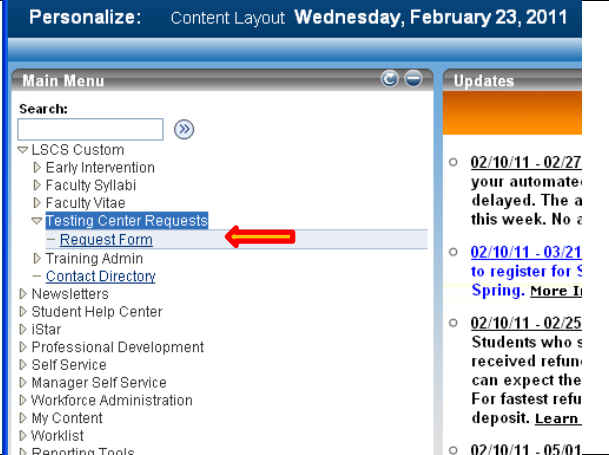
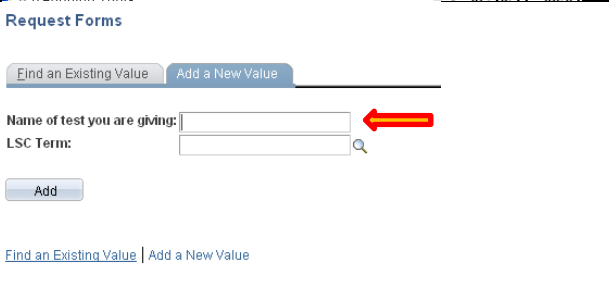
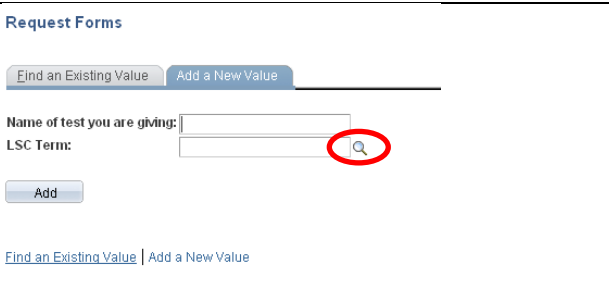
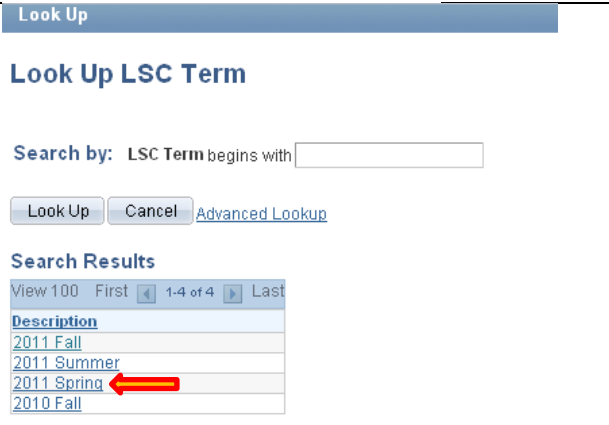


# Testing Center Request Form

To access the testing center request form, take the following steps:

<p>1) From the homepage, navigate to the "Testing Center Requests" form by going to "LSCS Custom" -&gt; "Testing Center Requests" -&gt; "Request Form"</p>	 <p>The screenshot shows the website's main menu. The 'Testing Center Requests' link is highlighted with a red arrow. The date is Wednesday, February 23, 2011.</p>
<p>2) Enter the name of the test you will be giving.</p>	 <p>The screenshot shows the 'Request Forms' form. The 'Name of test you are giving' field is highlighted with a red arrow.</p>
<p>3) Select a term by clicking on the magnifying glass and clicking on the term.</p>	 <p>The screenshot shows the 'Request Forms' form. The magnifying glass icon next to the 'LSC Term' field is highlighted with a red circle.</p>
<p>4) Select a term from the list provided.</p>	 <p>The screenshot shows the 'Look Up LSC Term' form. The search results list includes '2011 Spring', which is highlighted with a red arrow.</p>

# Testing Center Request Form

<p>5) Once you select a term, the numerical value for it will appear (1111 = Spring 11)</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Find an Existing Value</span> <span>Add a New Value</span> </div> <p>Name of test you are giving: <input style="width: 80%;" type="text" value="Sample Test #1"/></p> <p>LSC Term: <input style="width: 80%;" type="text" value="1111"/> <span style="float: right; font-size: 1.2em;">🔍</span></p> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Add"/></p> </div>
<p>6) Click "Add"</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Find an Existing Value</span> <span>Add a New Value</span> </div> <p>Name of test you are giving: <input style="width: 80%;" type="text" value="Sample Test #1"/></p> <p>LSC Term: <input style="width: 80%;" type="text" value="1111"/> <span style="float: right; font-size: 1.2em;">🔍</span></p> <p style="text-align: center; margin-top: 10px;"><input style="border: 2px solid red;" type="button" value="Add"/></p> </div>

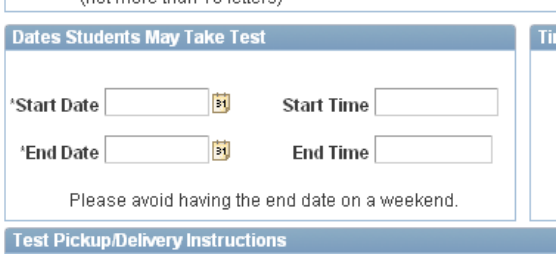
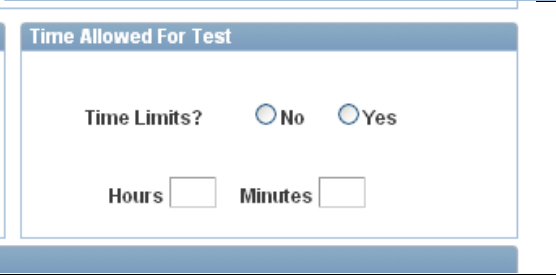
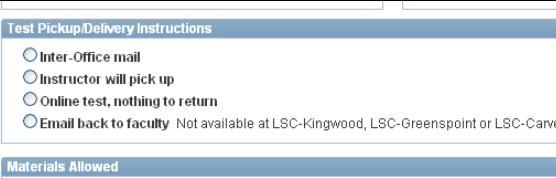
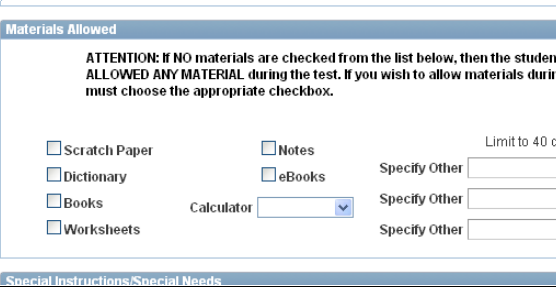

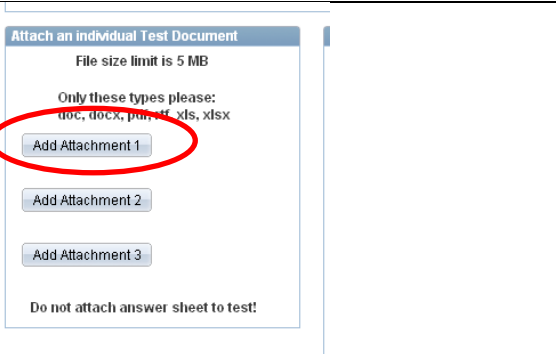
7) Fill out the form with the required information. Note that all fields marked with an asterisk are required and must be filled in before the form can be submitted

<p>8) The following fields should auto-populate:</p> <ul style="list-style-type: none"> <li>-Name</li> <li>-Email ID</li> <li>-Department</li> <li>-Phone Number</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: 0.8em;">Last Updated 03/03/11 4:03:29PM <a href="#">Click here for help</a> <span style="float: right;">Empl ID 0463714</span></p> <p>Please use this form for online or makeup test. Important Reminders:</p> <ol style="list-style-type: none"> <li>1. Name of Test &amp; Instructor Must Be On All attached Documents</li> <li>2. Check Section Numbers Before Sending</li> <li>3. Remind Students, Picture Identification is Required</li> </ol> <p style="text-align: center; font-size: 0.8em; color: #0070C0;"><a href="#">Faculty Guidelines</a></p> <div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Instructor Info:</b></p> <p style="font-size: 0.8em; margin: 0;">Name <input style="width: 80%;" type="text" value="Glass, Mathias"/> <span style="float: right;">*Office Location <input style="width: 80%;" type="text" value="LSC - Univ Park-UP11 11456"/></span></p> <p style="font-size: 0.8em; margin: 0;">*Email ID <input style="width: 80%;" type="text" value="Mathias.B.Glass@comstar.edu"/> <span style="float: right;">*Phone Number <input style="width: 80%;" type="text" value="832-813-6861"/></span></p> <p style="font-size: 0.8em; margin: 0;">*Department <input style="width: 80%;" type="text" value="Portal Services"/> <span style="float: right;">*Backup Phone <input style="width: 80%;" type="text"/></span></p> </div> <div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Course Info:</b></p> <p style="font-size: 0.8em; margin: 0;"><input type="radio"/> Online <span style="float: right;">Home Campus <input style="width: 80%;" type="text"/></span></p> <p style="font-size: 0.8em; margin: 0;"><input type="radio"/> Hybrid <span style="float: right;">*Name of test you are giving <input style="width: 80%;" type="text" value="Sample Test #1"/></span></p> <p style="font-size: 0.8em; margin: 0;"><input type="radio"/> Classroom (for make-ups or special accommodations only)</p> </div> <div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Test to be administered to:</b></p> <p style="font-size: 0.8em; margin: 0;">ex: ENGL.1301.4015 <span style="float: right;">Term 2011 Spring</span></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> </div> <div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Exam to be completed on</b></p> <p style="font-size: 0.8em; margin: 0;">ex: ENGL.1301.4015</p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/> <span style="float: right; border: 2px solid red; border-radius: 50%; padding: 2px;">🔍</span></p> </div> </div>
<p>9) Select the course information</p>	<div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Course Info:</b></p> <p style="font-size: 0.8em; margin: 0;"><input type="radio"/> Online <span style="float: right;">Home Campus <input style="width: 80%;" type="text"/></span></p> <p style="font-size: 0.8em; margin: 0;"><input type="radio"/> Hybrid <span style="float: right;">*Name of test you are giving <input style="width: 80%;" type="text" value="Sample Test #1"/></span></p> <p style="font-size: 0.8em; margin: 0;"><input type="radio"/> Classroom (for make-ups or special accommodations only)</p> </div> <div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Test to be administered to:</b></p> <p style="font-size: 0.8em; margin: 0;">ex: ENGL.1301.4015 <span style="float: right;">Term 2011 Spring</span></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> </div> <div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Exam to be completed on</b></p> <p style="font-size: 0.8em; margin: 0;">ex: ENGL.1301.4015</p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/> <span style="float: right; border: 2px solid red; border-radius: 50%; padding: 2px;">🔍</span></p> </div>
<p>10) Enter the courses the test will cover and if it will be for individual students. The Course has to be in the format: <b>ENGL.1301.4015</b></p>	<div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Test to be administered to:</b></p> <p style="font-size: 0.8em; margin: 0;">ex: ENGL.1301.4015 <span style="float: right;">Term 2011 Spring</span></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/></p> </div> <div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Exam to be completed on</b></p> <p style="font-size: 0.8em; margin: 0;">ex: ENGL.1301.4015</p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/> <span style="float: right; border: 2px solid red; border-radius: 50%; padding: 2px;">🔍</span></p> </div>
<p>11) To specify the course the test is for, select the magnifying glass and search for your course or you can type in a course instead.</p>	<div style="border: 1px solid #0070C0; padding: 2px; margin-bottom: 5px;"> <p style="font-size: 0.8em; margin: 0;"><b>Exam to be completed on</b></p> <p style="font-size: 0.8em; margin: 0;">ex: ENGL.1301.4015</p> <p style="font-size: 0.8em; margin: 0;">Course <input style="width: 80%;" type="text"/> <span style="float: right; border: 2px solid red; border-radius: 50%; padding: 2px;">🔍</span></p> </div>

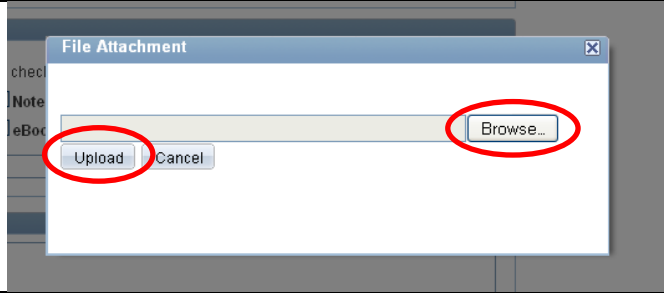
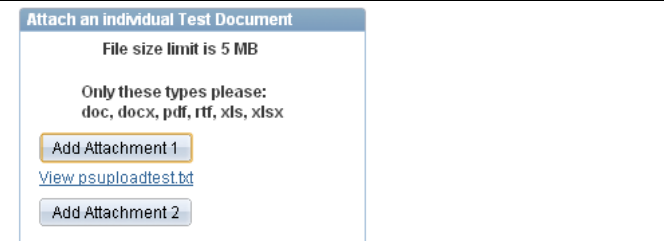
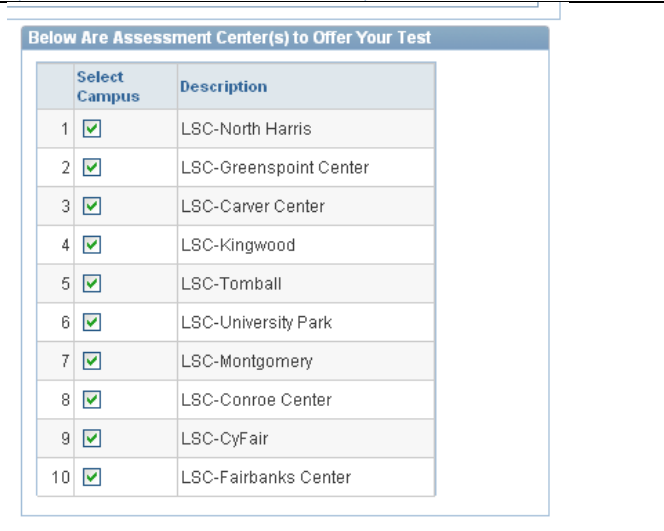

# Testing Center Request Form

<p>12) Up to six (6) courses can be selected on the form.</p>	<p style="text-align: center;">ex: ENGL.1301.4015</p> <p>Course <input type="text" value="ENGL.1301.4015"/> </p> <p>Course <input type="text" value="MATH.0308.2002"/> </p>																																				
<p>13) You can also specify specific students to take the test by selecting the check box next to "Individual Students"</p>	<p>Term 2011 Spring</p> <p><input checked="" type="checkbox"/> <b>Individual Students</b> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Student ID</th> <th style="width: 75%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table>		Student ID	Description	1	<input type="text"/>																															
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<p>13a) then selecting the magnifying glass under "Student ID." (the list might take a few moments at first)</p>	<p>Term 2011 Spring</p> <p><input checked="" type="checkbox"/> <b>Individual Students</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Student ID</th> <th style="width: 75%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input type="text"/> </td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"></p>		Student ID	Description	1	<input type="text"/>																															
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<p>13b) Select a student from the list. The list of students is order by Course number and last name.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>Look Up Student ID</b></p> <p style="margin: 0;">Cancel</p> <p style="margin: 5px 0;"><b>Search Results</b></p> <p style="margin: 0;">View 100    First <span style="font-size: small;">1-50 of 50</span> Last</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 40%;">Description</th> <th style="width: 20%;">Course Number</th> <th style="width: 40%;">Student ID</th> </tr> </thead> <tbody> <tr><td>Barron, Vanessa</td><td>ENGL.1301.4015</td><td>1150942</td></tr> <tr><td>Boudreaux, Jeremy</td><td>ENGL.1301.4015</td><td>0938099</td></tr> <tr><td>Castilleja, Victor</td><td>ENGL.1301.4015</td><td>1004519</td></tr> <tr><td>Cochran, Nichole</td><td>ENGL.1301.4015</td><td>7002744</td></tr> <tr><td>Coney, KaliAnn</td><td>ENGL.1301.4015</td><td>7005317</td></tr> <tr><td>Frasier, Sierra</td><td>ENGL.1301.4015</td><td>1056864</td></tr> <tr><td>Vollmer, Patrick</td><td>ENGL.1301.4015</td><td>1099644</td></tr> <tr><td>Willis, Michael</td><td>ENGL.1301.4015</td><td>1100178</td></tr> <tr><td>Abalos, Raina</td><td>MATH.0308.2002</td><td>1165295</td></tr> <tr><td>Barcnas, Daniel</td><td>MATH.0308.2002</td><td>1097706</td></tr> <tr><td>Barnett, Joshua</td><td>MATH.0308.2002</td><td>1158115</td></tr> </tbody> </table> <p style="margin: 5px 0;"></p> </div>	Description	Course Number	Student ID	Barron, Vanessa	ENGL.1301.4015	1150942	Boudreaux, Jeremy	ENGL.1301.4015	0938099	Castilleja, Victor	ENGL.1301.4015	1004519	Cochran, Nichole	ENGL.1301.4015	7002744	Coney, KaliAnn	ENGL.1301.4015	7005317	Frasier, Sierra	ENGL.1301.4015	1056864	Vollmer, Patrick	ENGL.1301.4015	1099644	Willis, Michael	ENGL.1301.4015	1100178	Abalos, Raina	MATH.0308.2002	1165295	Barcnas, Daniel	MATH.0308.2002	1097706	Barnett, Joshua	MATH.0308.2002	1158115
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<p>13c) This list will show all students from the course numbers entered.</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Student ID</th> <th style="width: 75%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input type="text" value="1150942"/> </td> <td>Barron, Vanessa</td> </tr> </tbody> </table> <p style="text-align: right;"></p>		Student ID	Description	1	<input type="text" value="1150942"/>	Barron, Vanessa																														
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<p>13d) To add additional students, click the plus (+) icon to the right of the name.</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Student ID</th> <th style="width: 75%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input type="text" value="1150942"/> </td> <td>Barron, Vanessa</td> </tr> <tr> <td style="text-align: center;">2</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table>		Student ID	Description	1	<input type="text" value="1150942"/>	Barron, Vanessa	2	<input type="text"/>																												
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<p>13e) Another row will appear. Repeat steps 13a-13c to select another student.</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Student ID</th> <th style="width: 75%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input type="text" value="1150942"/> </td> <td>Barron, Vanessa</td> </tr> <tr> <td style="text-align: center;">2</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table>		Student ID	Description	1	<input type="text" value="1150942"/>	Barron, Vanessa	2	<input type="text"/>																												
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<p>14) Select the options the exam will be completed on</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;"><b>Exam to be completed on</b></p> <table style="width: 100%; font-size: x-small;"> <tr> <td><input type="checkbox"/> NCS/Scantrol</td> <td><input type="checkbox"/> Answer Sheet</td> <td><input type="checkbox"/> Students Own Paper</td> </tr> <tr> <td><input type="checkbox"/> The Test</td> <td><input type="checkbox"/> Blue Book</td> <td><input type="checkbox"/> Computer Program</td> </tr> <tr> <td><input type="checkbox"/> Online (ANGEL)</td> <td><input type="checkbox"/> Requires Respondus</td> <td><input type="text"/></td> </tr> </table> <p style="margin: 5px 0;">Quiz Password <input type="text"/></p> <p style="margin: 0; font-size: x-small;">If you select yes, please also make sure the high security setting in Angel has been selected.</p> <p style="margin: 0; font-size: x-small;">No more than 10 letters with no spaces or special characters Passwords are case sensitive.</p> </div>	<input type="checkbox"/> NCS/Scantrol	<input type="checkbox"/> Answer Sheet	<input type="checkbox"/> Students Own Paper	<input type="checkbox"/> The Test	<input type="checkbox"/> Blue Book	<input type="checkbox"/> Computer Program	<input type="checkbox"/> Online (ANGEL)	<input type="checkbox"/> Requires Respondus	<input type="text"/>																											
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# Testing Center Request Form

<p>15) Select the start and end date. Specify start and end time as well.</p>	
<p>16) Choose if there are time limits or not. Specify hours and minutes if there is a time limit.</p>	
<p>17) Select the test pickup options</p>	
<p>18) Select the materials allowed</p>	
<p>19) Specify any additional notes/instructions</p>	
<p>20) Click the "Add Attachment" button to add an attachment. You may attach a total of three files. <b>*NOTE</b> Please keep the file size under 5 megabytes (5MB) and limit the file types to: .doc, .docx, .pdf, .rtf, .xls, .xlsx</p>	

# Testing Center Request Form

<p>20a) Browse to the file you will attach and click the "Upload" button</p>																							
<p>20b) After you click the "Upload" button, there should be a link to view the file you attached underneath the "Add Attachment" button.</p>																							
<p>21) Select the centers that will be receiving the test. All centers will be selected initially.</p>	 <table border="1"><thead><tr><th>Select Campus</th><th>Description</th></tr></thead><tbody><tr><td>1 <input checked="" type="checkbox"/></td><td>LSC-North Harris</td></tr><tr><td>2 <input checked="" type="checkbox"/></td><td>LSC-Greenspoint Center</td></tr><tr><td>3 <input checked="" type="checkbox"/></td><td>LSC-Carver Center</td></tr><tr><td>4 <input checked="" type="checkbox"/></td><td>LSC-Kingwood</td></tr><tr><td>5 <input checked="" type="checkbox"/></td><td>LSC-Tomball</td></tr><tr><td>6 <input checked="" type="checkbox"/></td><td>LSC-University Park</td></tr><tr><td>7 <input checked="" type="checkbox"/></td><td>LSC-Montgomery</td></tr><tr><td>8 <input checked="" type="checkbox"/></td><td>LSC-Conroe Center</td></tr><tr><td>9 <input checked="" type="checkbox"/></td><td>LSC-CyFair</td></tr><tr><td>10 <input checked="" type="checkbox"/></td><td>LSC-Fairbanks Center</td></tr></tbody></table>	Select Campus	Description	1 <input checked="" type="checkbox"/>	LSC-North Harris	2 <input checked="" type="checkbox"/>	LSC-Greenspoint Center	3 <input checked="" type="checkbox"/>	LSC-Carver Center	4 <input checked="" type="checkbox"/>	LSC-Kingwood	5 <input checked="" type="checkbox"/>	LSC-Tomball	6 <input checked="" type="checkbox"/>	LSC-University Park	7 <input checked="" type="checkbox"/>	LSC-Montgomery	8 <input checked="" type="checkbox"/>	LSC-Conroe Center	9 <input checked="" type="checkbox"/>	LSC-CyFair	10 <input checked="" type="checkbox"/>	LSC-Fairbanks Center
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<p>22) Click the "Submit Form" button. (This will take a few moments)</p>																							

# Testing Center Request Form

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23) After you submit the form, you should be directed to a summary page.

## The form has been submitted

You should be receiving an email shortly with the following information.  
If you need to submit another form, use the link in the menu on the left.

### INSTRUCTOR INFO

**Name:** Glass, Mathias

**Email:** Mathias.B.Glass@onestar.edu

**Department:** Portal Services

**Submitted:** 2/23/2011

11:36:20 AM

**Location:** LSC - Univ Park  
-UP11 11456

**Office Phone:** 832/813-6861

**Backup Phone:** 3

### COURSE INFO

**Course:** ENGL.1301.4015  
MATH.0308.2002

**Home Campus:**

**Class Type:**

### TEST TIME

**Date/Time to Begin:** 2011-02-23

**Date/Time to End:** 2011-02-24

**Time Limits:**

**Hours:** 0 **Minutes:** 0

### TEST INFO

**Makeup Test:**

**Exam Or Quiz Name:** Sample Test #1

**Test Pickup/Delivery Instructions:**

**EXAM to be completed on:**

NCS:

24) You will receive a confirmation e-mail once the form is successfully submitted.