



# Test Delivery Sheet

Please provide the following information specifying how to administer and return your student's test. We will need to receive the Delivery Sheet and test at the appropriate test location, at least 24 hours in advance. If you have any questions please feel free to visit our website at <http://madisoncollege.edu/testing-accommodations> or call (608) 246-5220 - option 5.

Instructor Name

Instructor Email

Instructor Phone

**Preferred Method to Return Test:**

- I will pick it up at the Truax Testing Office
- Please send it to my school mailbox
- Please email it to my school email
- Not Applicable

Student's Name	<input type="text"/>	Time Allowed in Class to Take the Exam	<input type="text"/>
Course Name	<input type="text"/>	Test Location (Campus)	<input type="text"/>
Exam Date	<input type="text"/>	Exam Time	<input type="text"/>

### Administration Specifications

What can the student use during the exam?

- Open Book
- Color Print Required
- Dictionary
- Calculator
- Scantron
- Open Notes/Crib Sheets

*Please Specify Calculator Info*

*Please Specify Scantron Info*

*Please Specify Notes Info*

Other Special Instructions