TESTING TRACKING FORM
DIRECTIONS FOR FACULTY

https://testingtrackingform.nku.edu

This instructional packet is intended to create an outline for faculty to follow when submitting accommodated classroom exams for students registered with Disability Programs and Services. Please follow the instructions below when submitting forms.

By submitting this tracking form, you are securing a spot in Testing Services for your students. Students are no longer required to register themselves. Please try to submit all tracking forms at least 24 hours prior to the exam start date/time.
Login: Login using your NKU username and password. If you have problems with your login, please contact the IT department at Extension 6911.
1. **Begin Form:** The following page is where you will begin the application. Click on “**Begin Application**”.

![Faculty Exam Tracking Form](https://testingtrackingform.nku.edu/)

**Facility Exam Tracking Form.** For students registered with Disability Services.

Complete one application per exam. You may submit multiple students per exam on the next page.

Your actions on this site are logged.
USERNAME: gumpc1
NAME: Cyndi Gump
EMAIL: gumpc1@nku.edu

**Begin Application**
Important Note for Internet Explorer Users: If you are using Internet Explorer 9 or newer, you will need to disable JAVASCRIPT. Make sure the icon shown below by the red arrow is disabled. It should be: (grey in color) before you begin. If the icon is blue, that shows JAVASCRIPT is enabled. Simply click on it to disable JAVASCRIPT.
2. Adding Students: To add a student, click “Add Student” and enter the first and last name, or you can enter the student’s username. The student’s All Card image should appear. You will then “select” the student. You may add additional students by repeating the above steps as long as each student is taking the same test in the same section and time. If you have multiple students who are not taking the same exam for the same section and time, you must submit a new form.

Student(s) Information:
You may add multiple students as long as each student is taking the same test.

Add Student

Search for Additional Student CANCEL

First Name: Barbara
Last Name: Narwold
Username: (username@nku.edu)

Select student: (IF MULTIPLE RESULTS: Verify student has correct username/allcard photo.)

Select   Barbara Jo Narwold   100188154   narwoldb1
3. **Instructor Information:** Here, you will enter contact information the Testing Services office can use to reach you at the time of the exam, as well as the building and room number where your office main department is located (not your individual office). Simply type PICKUP if you choose to pick up the exam in Testing Services.

![Instructor Information Form]

- **Detected Name:** Cyndi Gump
- **Detected Email:** gumpc1@nku.edu
- **Your Preferred Phone Number:** 859-572-6373
- **Return Exam To (Mailbox Location ex: SC 145):** UC 101
4. **Date/Time for Exam**: Please enter the date and time that the student will be arriving for the exam. This will be the same time as the standard class time. However, if the student has made arrangements with you to take the test at a different time because of one of the following exceptions below, enter that date and time.

a. **Exceptions:**
   i. Students’ extended time would cause them to miss another class.
   ii. Students who have an evening class.

If the student arrives at any other time then what is listed, they will be denied permission to take the test until permission is granted from the instructor. Note: You may check the box listed arrive 30 minutes early and 30 minutes late. We will not test the student any earlier than 30 minutes before or any later than 30 minutes after the exam start time.

If the calendar does not appear when you click in the box, it is likely related to JAVASCRIPT being enabled. Please refer to page 2 on how to disable JAVASCRIPT.
5. **Items Permitted:** Please indicate any additional items the student may use for the exam. If you are requesting a scantron, please identify the scantron you prefer by including the form number under “Scantron Type:” If a scantron is requested but no scantron is specified, the Testing Services staff will use a standard green scantron.

**Exam Information:**

Check the boxes of the following which are permitted:
(For additional items, feel free to make note of them in "Additional Exam Information/Instructions" below.)

- [ ] Scantron Type: 882-E or SC 982-E
- [ ] Notes
- [ ] Access To Web Pages Other Than The Test Itself
- [ ] Non-Programmable Calculator
- [ ] Programmable Calculator
- [ ] Formula Sheets
- [ ] Books
- [ ] Tables
- [ ] Note Cards
6. **Section Number and Class Testing Time in Minutes:** Please add the section course number and the standard class testing time in minutes. Testing Services will determine the accommodations and extended time for the students based on their accommodations received by Disability Programs and Services. *Please do not factor in the extended time.*

<table>
<thead>
<tr>
<th>Class - Course Code &amp; Section Number (ex: INF 101 - 001)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNV 101-001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Test Time in Minutes (Do not calculate extended time. This will be done by Testing Services.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
</tr>
</tbody>
</table>
7. **Upload Exam and Exam Materials:** Next, you will upload the exam and any other supplemental materials. Click on the “Browse” button to access the exam file from your computer. All file types can be uploaded.
8. **Check the box if this is an electronic exam or if you are dropping the exam off to Testing Services:** Please check the box if the exam is an electronic exam, such as Blackboard or HESI, or if you will be dropping off the physical exam copy to Testing Services.

9. **Add Additional Instructions:** You may add notes, additional exam instructions, or passwords to access electronic exams in the box provided.

10. **Submit Tracking Form:** Once all of the details are entered, click the “Submit” button.
11. **Successful Submission:** The application will then send the student, instructor, and Testing Services an email confirming the test submission.

![Success]

12. **E-Mail Confirmation:** The email you will receive confirming submission will look like this:

   “An exam has been scheduled by Cyndi Gump for class UNV 101-001 to be taken with Testing Services in UC101 at 3/24/2015 9:00:00 AM. The instructor specified class exam time was: 50 minutes. (If you receive extended time, it will be added to the class exam time.) Please arrive on time or you may be denied permission to take the exam.”

If you have any questions about how to complete and submit a tracking form, please contact the testing services office at 859.572.6373 or testing@nku.edu.