

MISSISSIPPI UNIVERSITY FOR WOMEN  
STUDENT SUCCESS CENTER

Return to: [ada@muw.edu](mailto:ada@muw.edu)

Reneau Hall, Room 102

(662)329-7138

---

## Test Routing Form

Students should schedule his or her test with the Student Success Center at least 5 days prior to day of test. The test routing form should be received by the instructor at least 5 days prior to day of test. Accommodations provided for the student will be those specified on the Accommodation Plan.

### Section I: To be completed by Student

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Course Name: \_\_\_\_\_ Section: \_\_\_\_\_ Day/Time of Course: \_\_\_\_\_

Scheduled Test Information:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Authorized by: \_\_\_\_\_  
(SSC STAFF)

### Section II: To be completed by the Professor

\_\_\_\_\_ I approve the above scheduled date and time for the test requested.

\_\_\_\_\_ I do not approve the above scheduled date and time for test requested.

Allotted time (regular test for all students): \_\_\_\_\_

Aids allowed during test for all students:

none  calculator  open notes  dictionary  scrap paper  other \_\_\_\_\_

Professor's signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional instructions: \_\_\_\_\_

### Routing Options:

Return this form with the test by one of the following means (please check one):

- delivered to room 102 Reneau Hall as paper copy
- mailed to Student Success Center at Box W-1633 for pick up by 12:00 noon the day before the test
- send as attachment by e-mail to: [ada@muw.edu](mailto:ada@muw.edu) 24 hours prior to the test
- student to pick up test and bring to Student Success Center in a sealed envelope
- online test

Indicate how the test is to be returned (please check one):

- hold test at Reneau 102 for pick up by professor
- return by campus mail to W-box \_\_\_\_\_ the day of the test.
- send as attachment by e-mail to instructor's email address noted above.
- online test

### Section III: To be completed by Student Success Center Staff

Time started test \_\_\_\_\_ Time finished test \_\_\_\_\_

Proctor signature \_\_\_\_\_ Student signature \_\_\_\_\_