

Class mtg. date/time: _____

Class room #: _____

ADAPTIVE EDUCATIONAL SERVICES' TEST TRANSPORTATION FORM

All tests need to be received by AES at least one day prior to the testing date. Unless otherwise noted on the copy of the test, AES will consider exams taking the full class period.

Student: _____ Student ID _____

Instructor: _____ (Print) Dept/Course/Section # _____

TRANSPORTATION TO THE AES OFFICE:

Option 1: Instructor or designated departmental representative (e.g. secretary) will deliver the exam/quiz to: _____ AES Main Office (UC137)
_____ AES Lab in University Library, Room 3135H

Option 2: _____ The instructor will email the exam to aes@iupui.edu or fax the exam using AES' Fax Number (317) 278-2051

Option 3: _____ This is an Oncourse/network exam/quiz and does not require delivery. I will provide any passwords that may be required prior to the exam/quiz.

Special instructions : _____

RETURNING TEST TO THE INSTRUCTOR:

Option 1: _____ Test can be picked up in AES Office UC137 30 minutes after exam is completed.

Option 2: _____ Test will be returned within 30 minutes by the AES staff to the following location: _____.

Option 3: _____ Test may be emailed or faxed within 30 minutes to the following email address or fax number : _____.

Tests taken at night or on the weekend will be returned the next business day.

Faculty Member/Instructor Signature

Date